DEPARTMENT PROCEDURE MANUAL

PROCESS

INTRANET DOCUMENTATION

(ADMINISTRATOR)

DOCUMENT NO

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Process : **Intranet Documentation**

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Rev	Purpose of changes	Date Approved
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Purpose

This document is for user manual for AMPM Intranet. The objective of this document is to give a guideline to user for using the AMPM Intranet.

Scope

Responsibilities

The Intranet is prosecuted and in order. This responsible is to be followed throughout the operation of ICT Department.

Definitions

Not applicable.

Attachments

Not applicable.

Associated Document

Not applicable.

Abbreviation and Acronyms

Not applicable.

1.0 INTRODUCTIONS

1.1 Intranet Definition

An Intranet is a network based on the internet TCP/IP open standard. An intranet belongs to an organization, and is designed to be accessible only by the organization's members, employees, or others with authorization. An intranet's Web site looks and act just like other Web sites, but has a firewall surrounding it to fend off unauthorized users. Intranets are used to share information. Secure intranets are much less expensive to build and manage than private, proprietary-standard networks

1.2 Why Intranet?

Save Time
How can Intranets save your time?

Most organizations are run by people working together. How do your AMPM communicate? by phone, voice mail, email, fax or by person to person meetings ? An Intranet can cut down the time of AMPM employees spend on routine communication tasks. Do we spend time chasing paper? Trying to hunt down paper forms, reports, documents, letters, and memos? Consider converting these documents to electronic formats using scanners, OCR software or other means. Provide a search interface to these documents using AMPM Intranet. Once we know how easily accessible these documents are over the Intranet, we will prefer the faster solution.

Result? We save time and gain more productivity!

2.0 ADMINISTRATOR MODULE

Figure 2.0 Menu Administrator.

Eight menus in Menu Administrator list:

1. Add User.
2. Level.
3. List of User.
4. Log User.
5. Banner Editor.
6. Gallery Editor.
7. Feedback Editor.
8. Poll Editor.

Click each menu to enter the particular pages.

2.1 ADD USER MODULE

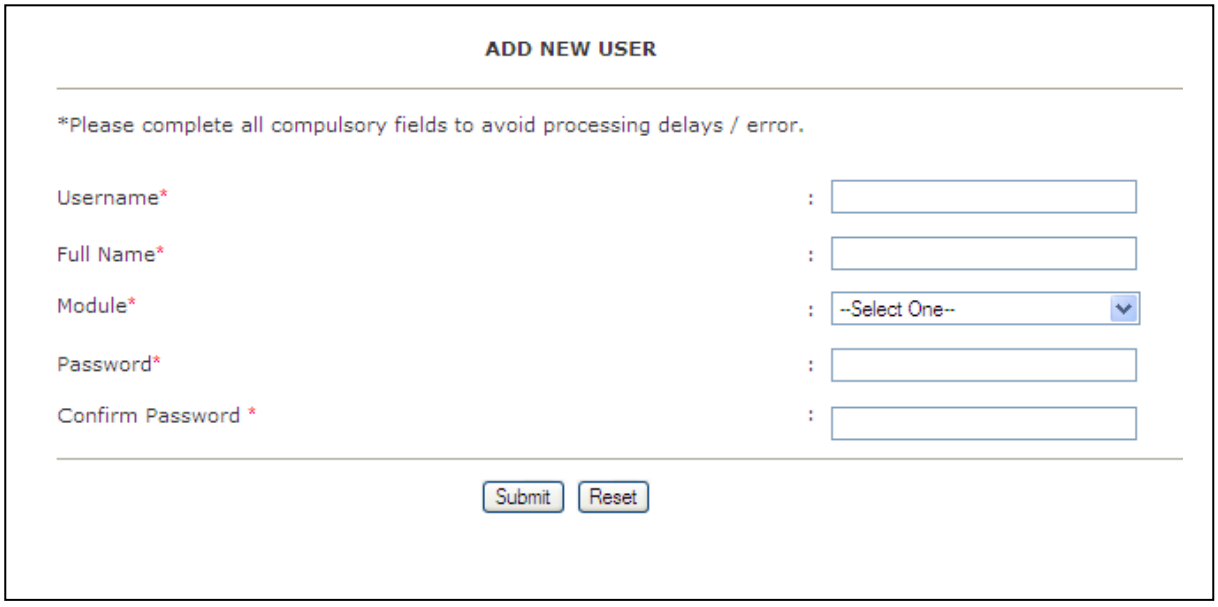


Figure 2.1 Add User Form.

a) Username - the nick name of user.
b) Full Name - the actual name of user.
c) Module - the level of user.
d) Password and Confirm password - the password of user.
e) Users must fill the required information and click **Submit** button to submit the form.
f) If users left one of the fields, error message will appear (Figure 2.2).

Figure 2.2 Error Message.

2.2 LEVEL OF USER MODULE

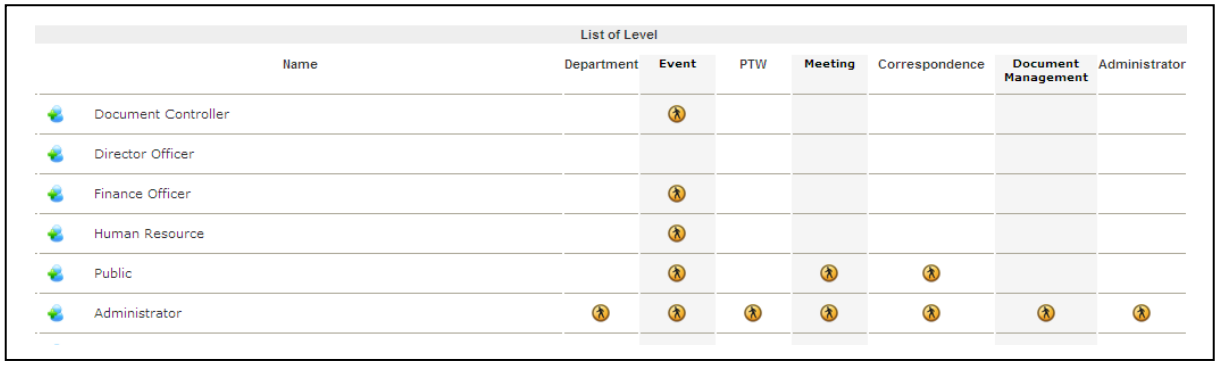


Figure 2.3 Level of User.

1. Administrator is able to add and remove rule of user under List of Level page. (Figure 2.3).
2. Click on to manage the level of access every group.
3. To edit and add level of access, tick on check box to assign scope (Figure 2.4).

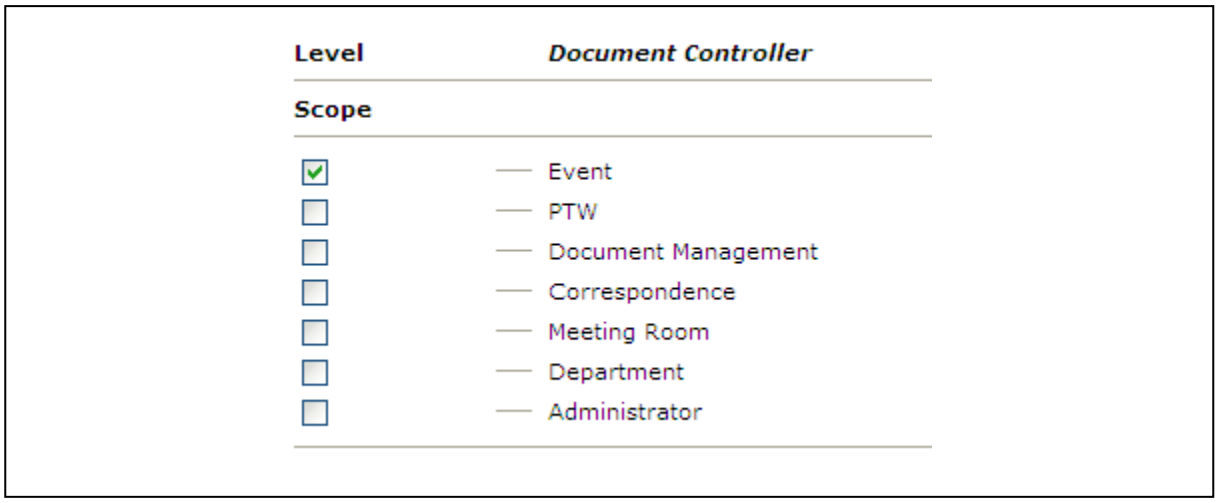


Figure 2.4 Scope of User.

4. To add new page click Add Page.
5. Add the required information and click Update (Figure 2.5).

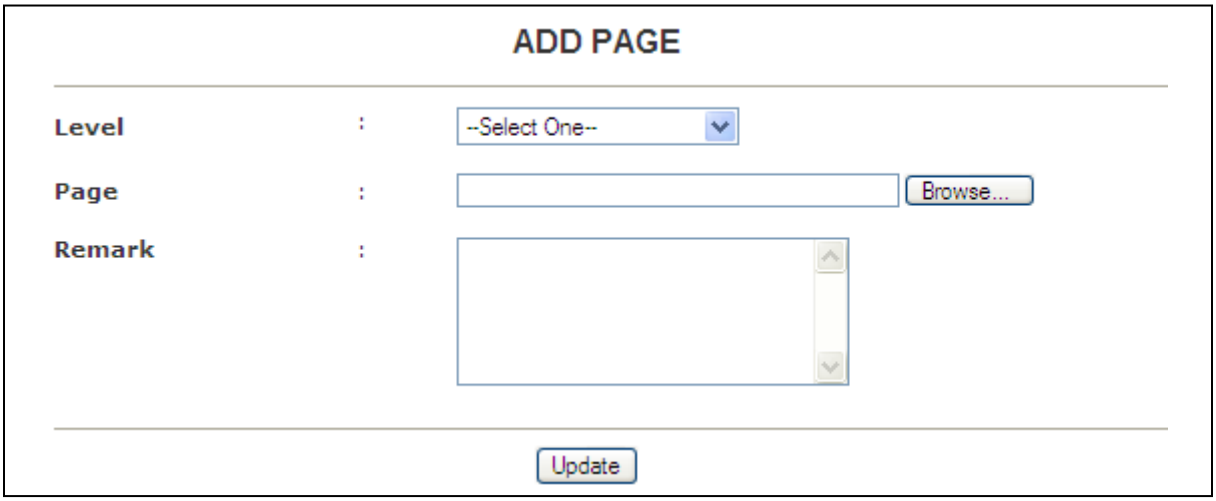


Figure 2.5 Add Page.

a) Level - the category of page.
b) Page - the location of page.
c) Remark - the description of page.
d) Click **Update** button to submit the form.
e) If users left one of the fields, error message will appear (Figure 2.6).

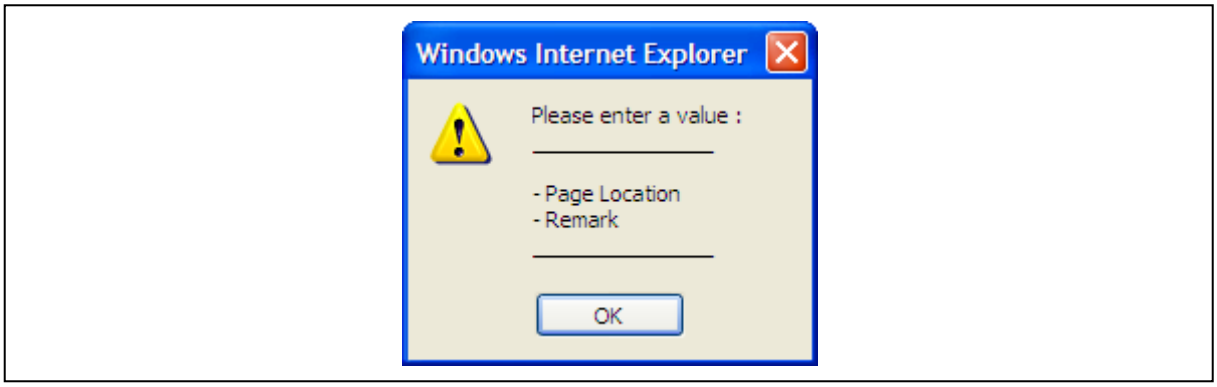


Figure 2.6 Error Message.

2.2 EDIT USER

1. Administrator is able to search the list of feedback by sender, title and date (Figure 2.7).

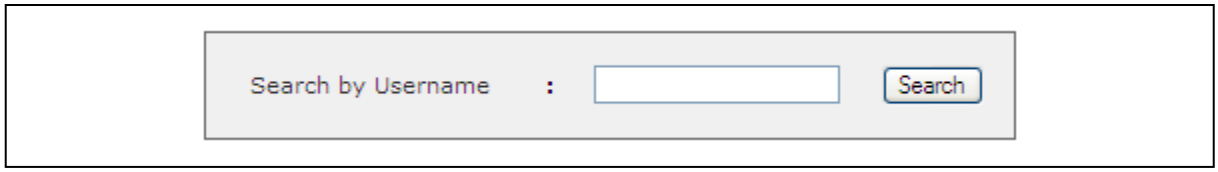


Figure 2.7 Search function

2. Administrator is able to edit and remove user under List of User page. (Figure 2.8).
3. Click on to edit the user information.

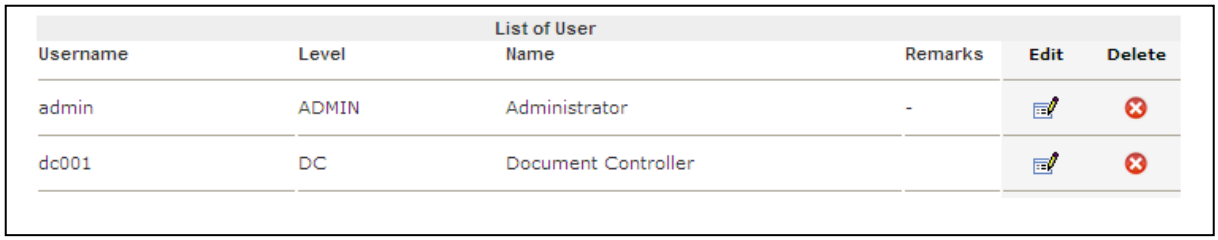


Figure 2.8 List of User page

4. To edit user information fill in the required fields under Edit User page and click Update (Figure 2.9).

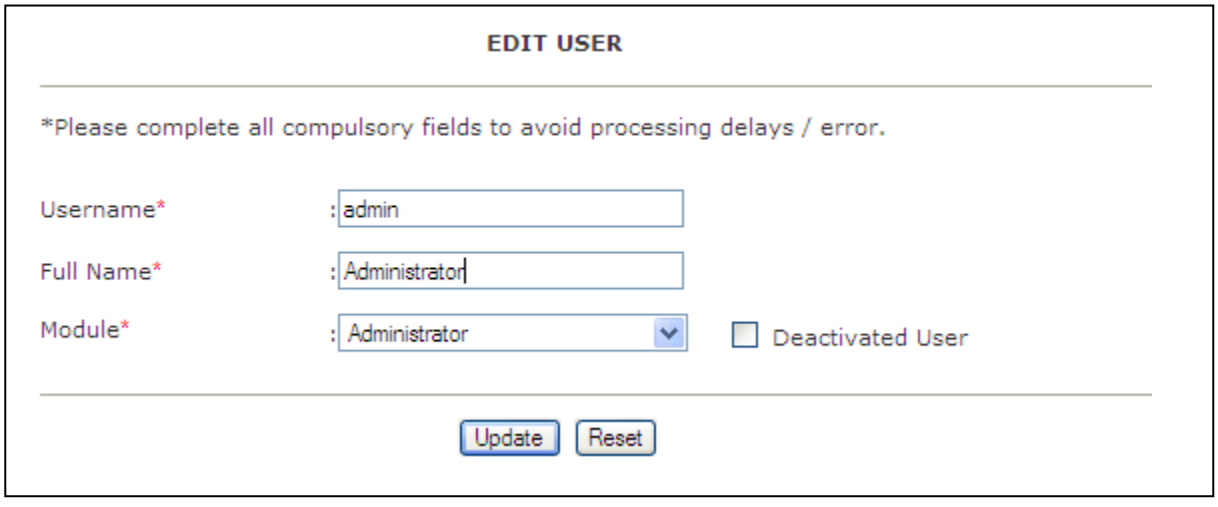


Figure 2.9 Edit User.

2.3 DELETE USER

1. Administrator is able to delete user under List of User page. (Figure 2.10).
2. Click on to delete the user information.

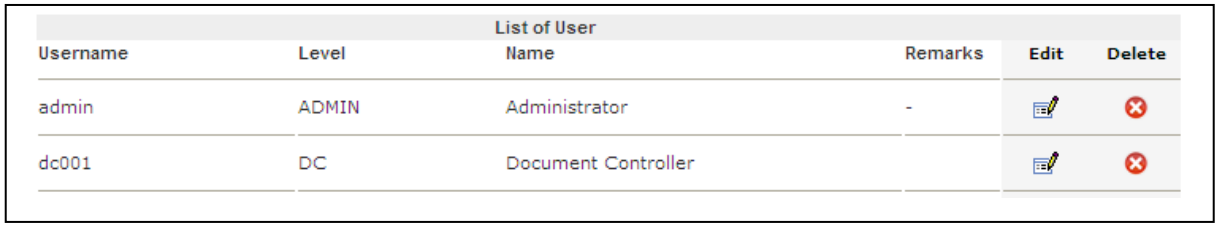


Figure 2.10 List of User.

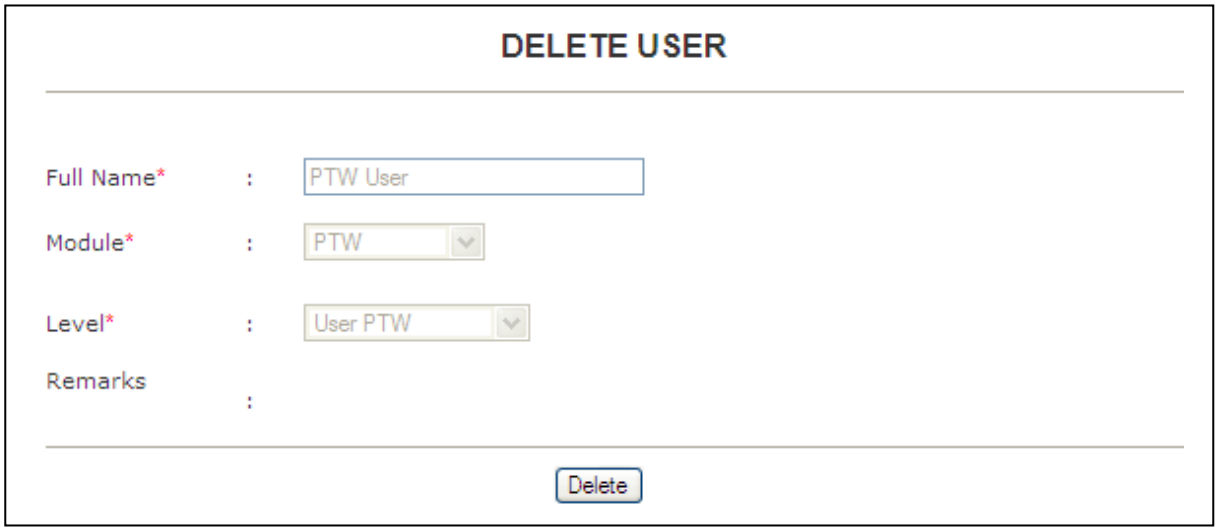
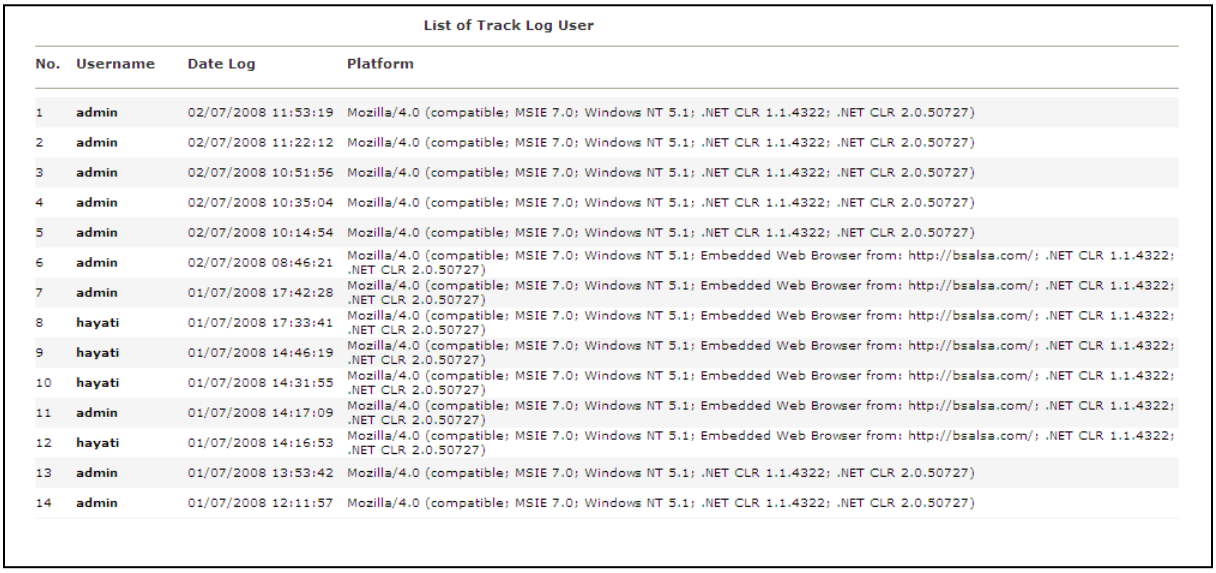


Figure 2.11 Delete User.

3. To confirm delete user from application click Delete button. (Figure 2.11).

2.4 TRACK LOG OF USER

1. Administrator is able to view track log every log in process into the application. (Figure 2.12).



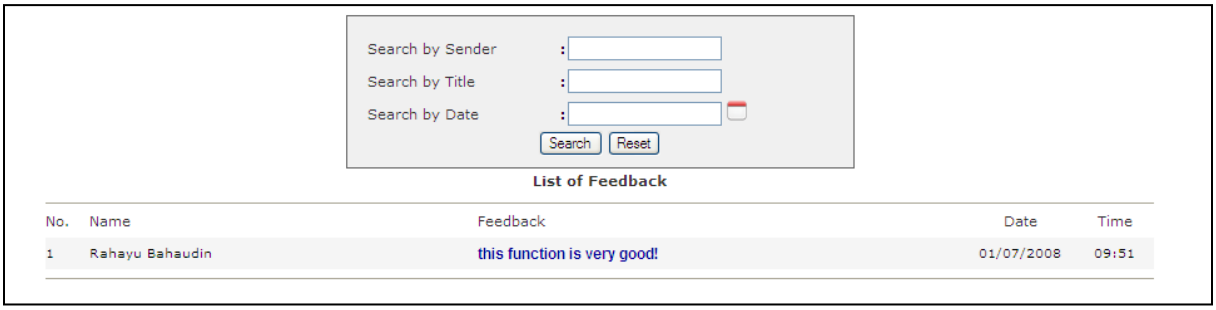
List of Track Log User

No.	Username	Date Log	Platform
1	admin	02/07/2008 11:53:19	Mozilla/4.0 (compatible; MSIE 7.0; Windows NT 5.1; .NET CLR 1.1.4322; .NET CLR 2.0.50727)
2	admin	02/07/2008 11:22:12	Mozilla/4.0 (compatible; MSIE 7.0; Windows NT 5.1; .NET CLR 1.1.4322; .NET CLR 2.0.50727)
3	admin	02/07/2008 10:51:56	Mozilla/4.0 (compatible; MSIE 7.0; Windows NT 5.1; .NET CLR 1.1.4322; .NET CLR 2.0.50727)
4	admin	02/07/2008 10:35:04	Mozilla/4.0 (compatible; MSIE 7.0; Windows NT 5.1; .NET CLR 1.1.4322; .NET CLR 2.0.50727)
5	admin	02/07/2008 10:14:54	Mozilla/4.0 (compatible; MSIE 7.0; Windows NT 5.1; .NET CLR 1.1.4322; .NET CLR 2.0.50727)
6	admin	02/07/2008 08:46:21	Mozilla/4.0 (compatible; MSIE 7.0; Windows NT 5.1; Embedded Web Browser from: http://bsalsa.com/; .NET CLR 1.1.4322; .NET CLR 2.0.50727)
7	admin	01/07/2008 17:42:28	Mozilla/4.0 (compatible; MSIE 7.0; Windows NT 5.1; Embedded Web Browser from: http://bsalsa.com/; .NET CLR 1.1.4322; .NET CLR 2.0.50727)
8	hayati	01/07/2008 17:33:41	Mozilla/4.0 (compatible; MSIE 7.0; Windows NT 5.1; Embedded Web Browser from: http://bsalsa.com/; .NET CLR 1.1.4322; .NET CLR 2.0.50727)
9	hayati	01/07/2008 14:46:19	Mozilla/4.0 (compatible; MSIE 7.0; Windows NT 5.1; Embedded Web Browser from: http://bsalsa.com/; .NET CLR 1.1.4322; .NET CLR 2.0.50727)
10	hayati	01/07/2008 14:31:55	Mozilla/4.0 (compatible; MSIE 7.0; Windows NT 5.1; Embedded Web Browser from: http://bsalsa.com/; .NET CLR 1.1.4322; .NET CLR 2.0.50727)
11	admin	01/07/2008 14:17:09	Mozilla/4.0 (compatible; MSIE 7.0; Windows NT 5.1; Embedded Web Browser from: http://bsalsa.com/; .NET CLR 1.1.4322; .NET CLR 2.0.50727)
12	hayati	01/07/2008 14:16:53	Mozilla/4.0 (compatible; MSIE 7.0; Windows NT 5.1; Embedded Web Browser from: http://bsalsa.com/; .NET CLR 1.1.4322; .NET CLR 2.0.50727)
13	admin	01/07/2008 13:53:42	Mozilla/4.0 (compatible; MSIE 7.0; Windows NT 5.1; .NET CLR 1.1.4322; .NET CLR 2.0.50727)
14	admin	01/07/2008 12:11:57	Mozilla/4.0 (compatible; MSIE 7.0; Windows NT 5.1; .NET CLR 1.1.4322; .NET CLR 2.0.50727)

Figure 2.12 List track log of user.

2.4 FEEDBACK MODULE

1. Administrator is able to search the list of feedback by sender, title and date (Figure 2.13).



Search by Sender :

Search by Title :

Search by Date :

Search Reset

List of Feedback

No.	Name	Feedback	Date	Time
1	Rahayu Bahaudin	this function is very good!	01/07/2008	09:51

Figure 2.13 List of feedback.

2. To view detail click title of feedback (Figure 2.14).

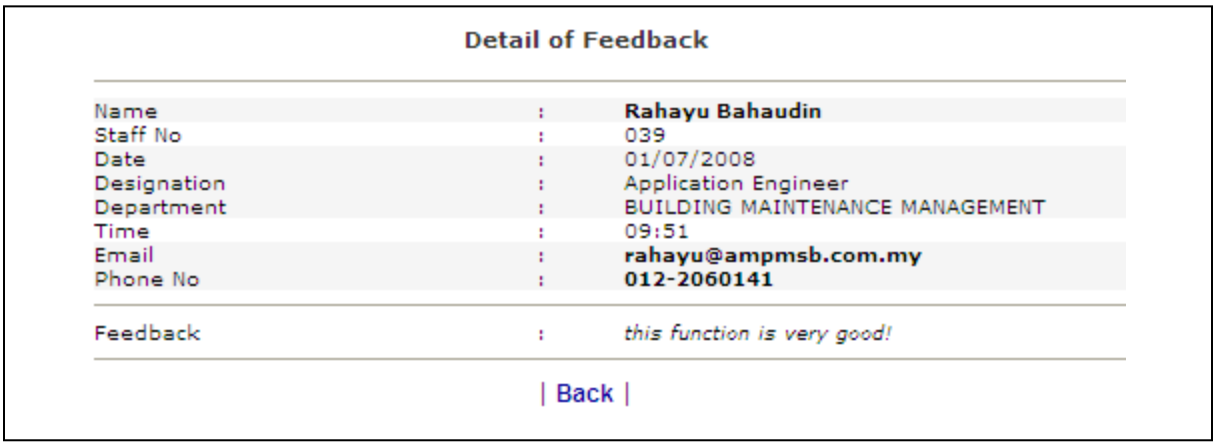


Figure 2.14 Detail of feedback.

2.5 POLL AND SURVEY MODULE

There are 2 parts under Poll and Survey Module:

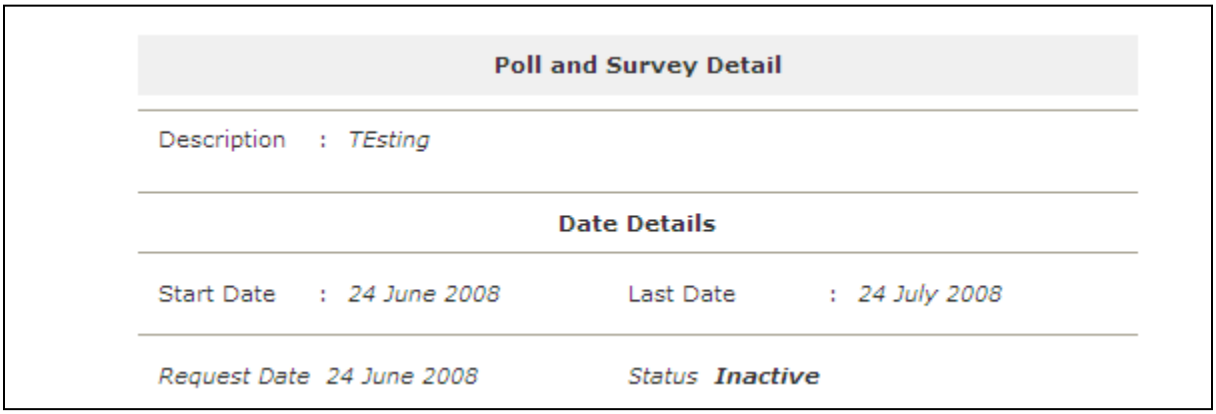
1. Add Poll.
2. Edit Poll.

Bil	Username	Title	Date Request	View	Edit
1	syamsul	Who will win EURO 2008	24/06/2008		
2	admin	June	01/06/2008		
3	admin	Look for Favorite Website	18/06/2008		

Figure 2.15 List of Poll and Survey.

a) - View detail information of Poll and Survey.
b) - Edit information of Poll and Survey.

1. To view detail click and popup will appear (Figure 2.16).



Poll and Survey Detail

Description : *TEsting*

Date Details

Start Date : *24 June 2008* Last Date : *24 July 2008*

Request Date 24 June 2008 *Status* ***Inactive***

Figure 2.16 View detail Poll and Survey.

2.6 ADD POLL INFORMATION

1. To add new Poll and Survey click Add (Figure 2.17).

Figure 2.17 Add new Poll and Survey.

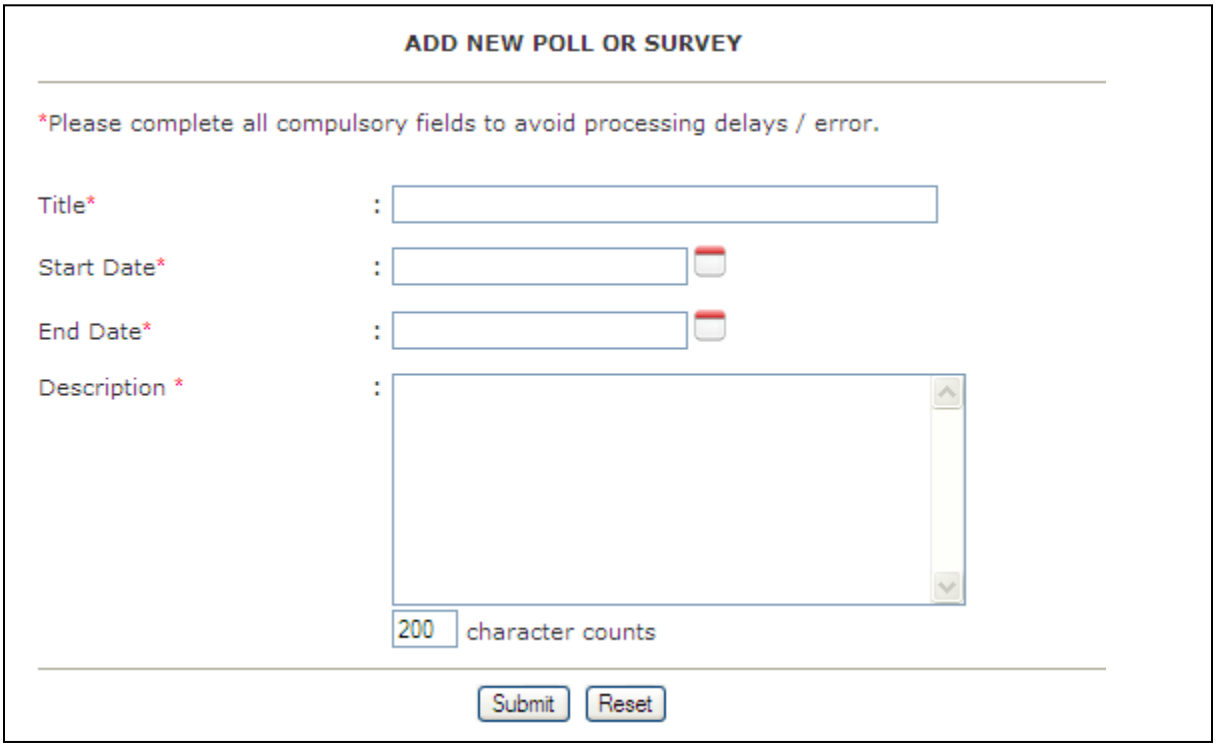


Figure 2.18 Poll and Survey form.

a) Title - the title of poll and survey.
b) Start date - the start date of poll and survey.
c) End date - the end date of poll and survey.
d) Description - remark.
e) Click **Submit** button to submit the form.
f) If users left one of the fields, error message will appear.

2.7 EDIT POLL INFORMATION

1. To edit poll click (Figure 2.19).

Figure 2.19 Edit Poll and Survey.

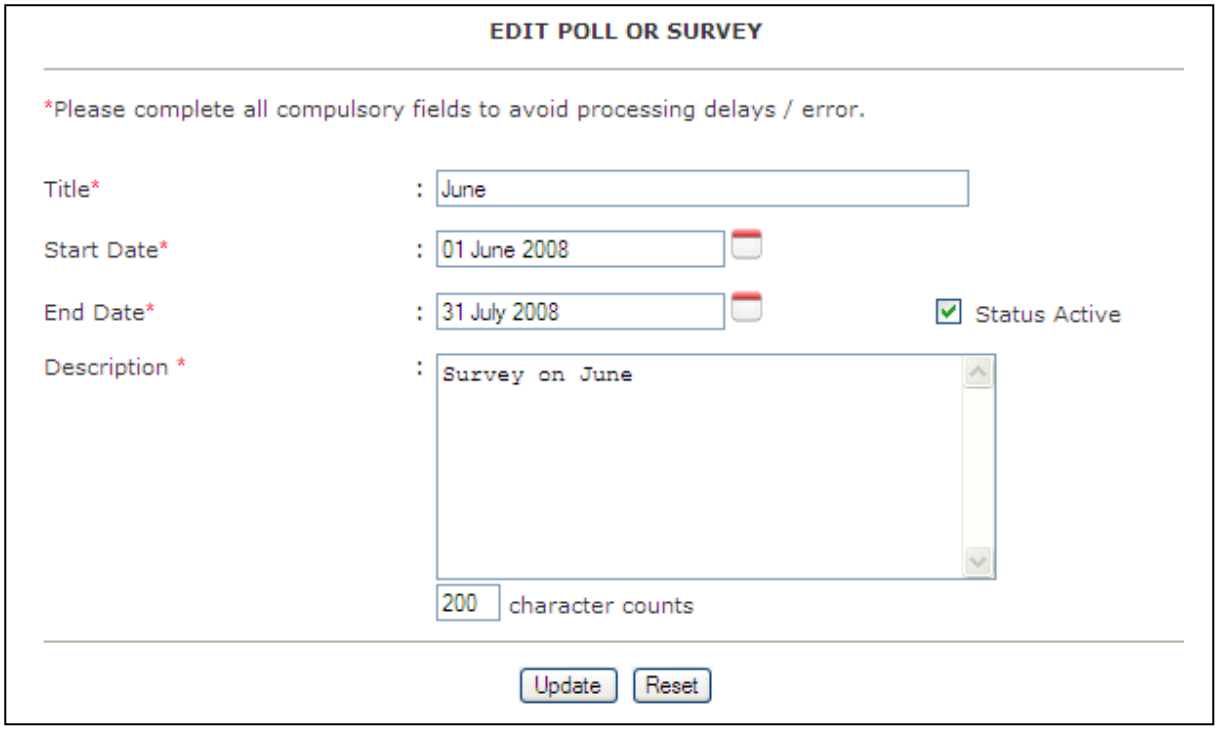

EDIT POLL OR SURVEY
*Please complete all compulsory fields to avoid processing delays / error.
Title* : June
Start Date* : 01 June 2008
End Date* : 31 July 2008
Status Active
Description * : Survey on June
200 character counts
Update
Reset

Figure 2.20 Edit Poll and Survey form.

a) Title - the title of poll and survey.
b) Start date - the start date of poll and survey.
c) End date - the end date of poll and survey.
d) Description - remark.
e) Status Active – Status active for Poll and Survey.
f) Click **Update** button to submit the form.
g) If users left one of the fields, error message will appear.

2. After update the information, administrator will be redirect to the Question and Answer list. Administrator is able to add and delete question or answer (Figure 2.21).
3. If question not available under selected poll, administrator is able to add new question.

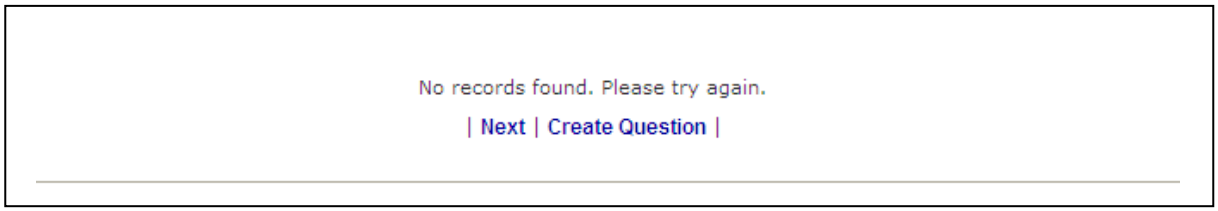


Figure 2.21 Create question.

4. Click Create Question to add new question and popup will appear (Figure 2.22).

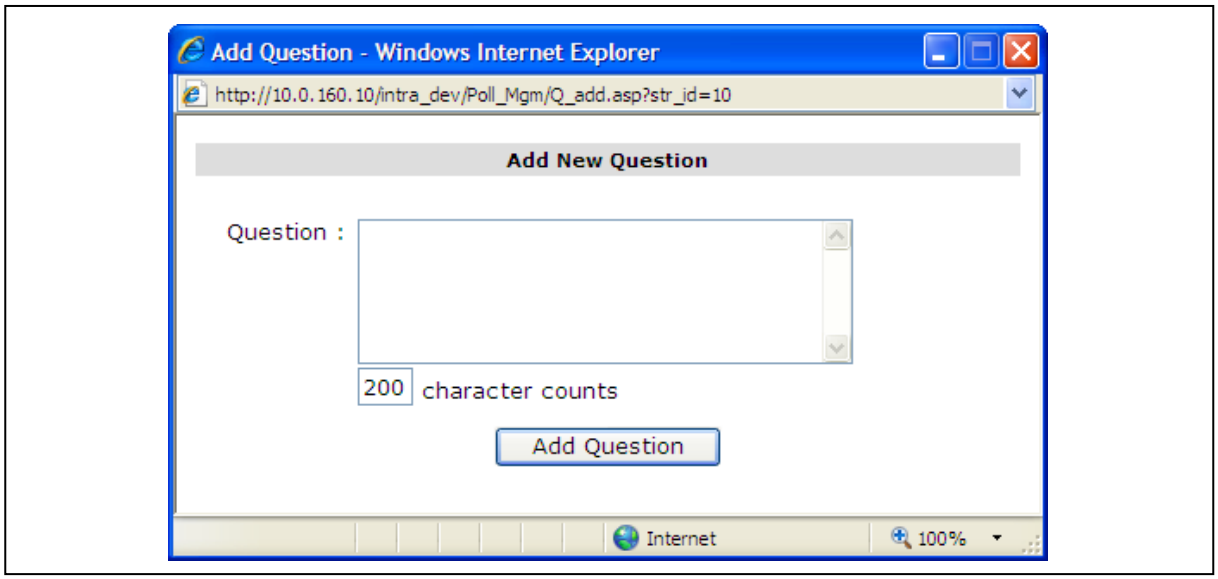


Figure 2.22 Create new question.

5. Click **Add Question** to submit the form (Figure 2.22).
6. After add new question, administrator will be redirect to Answer List (Figure 2.23).

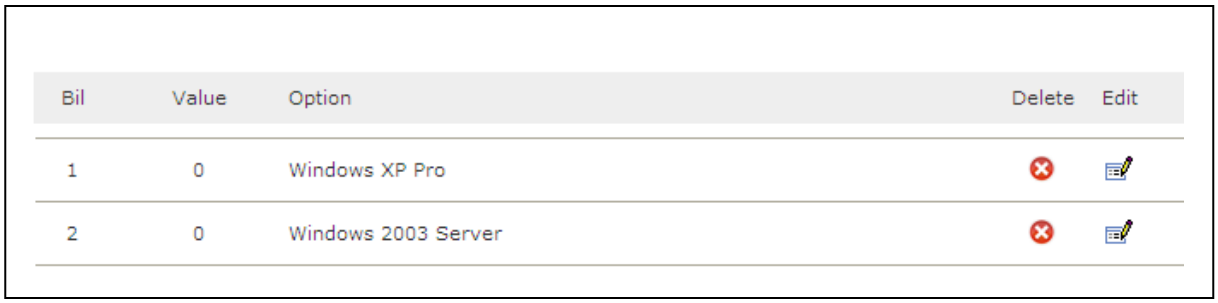


Figure 2.23 List of Option.

7. To add new option click **Add** button and popup will appear (Figure 2.24).

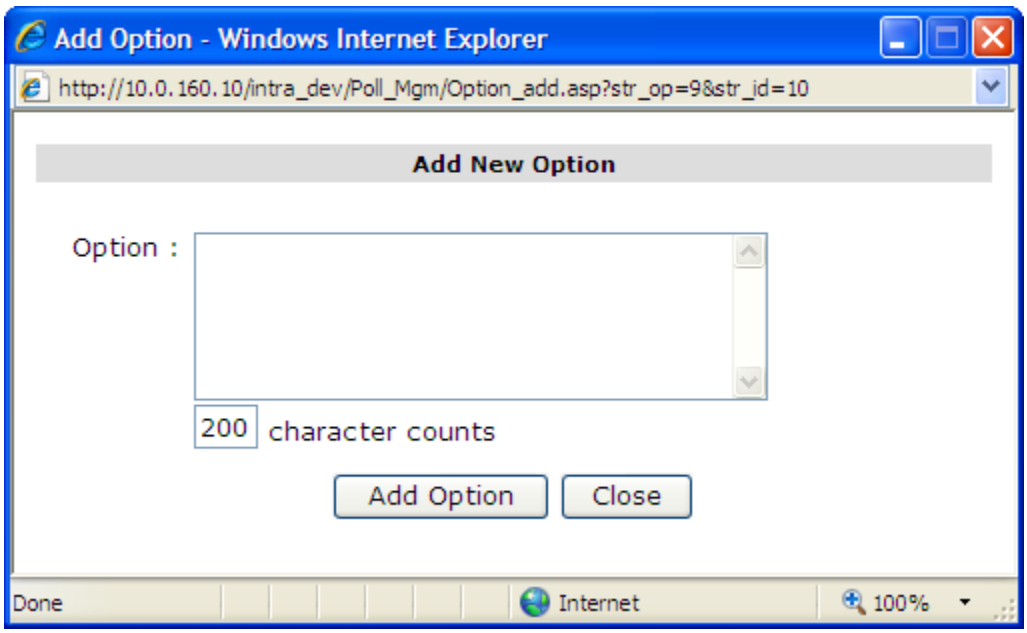


Figure 2.24 Add Option.

8. Administrator must fill the option fields and click Add Option to submit form.
9. To edit option click (Figure 2.23) and popup will appear (Figure 2.25).

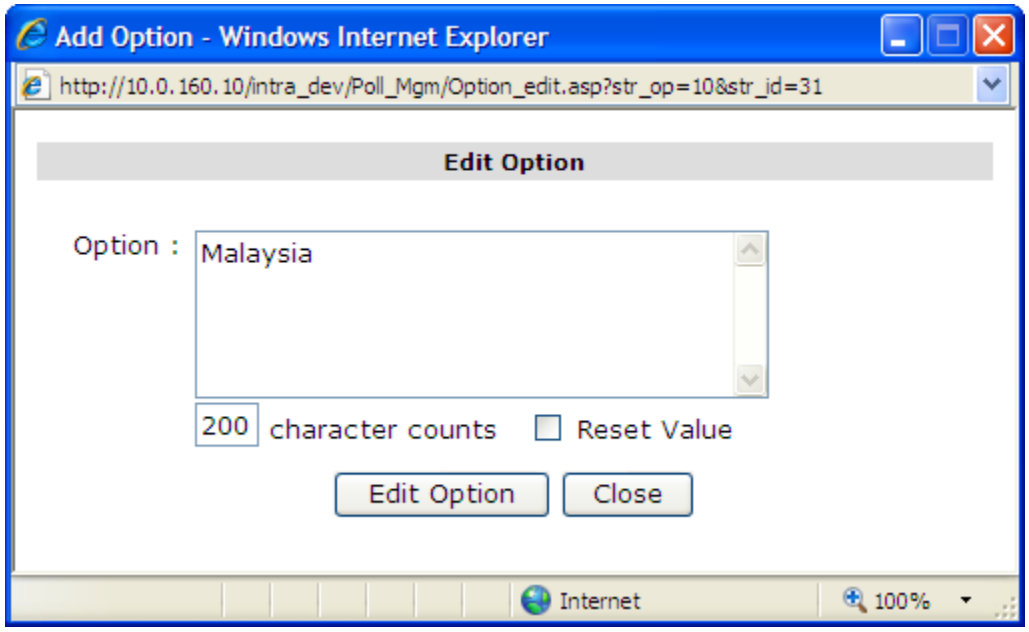


Figure 2.25 Edit Option.

a) Option - the description of option.
b) Reset value – To reset value of option to 0.
c) Click **Edit Option** button to submit the form.
d) If users left one of the fields, error message will appear.

10. To delete option click (Figure 2.23).
11. Popup will appear to confirm delete the information (Figure 2.26).

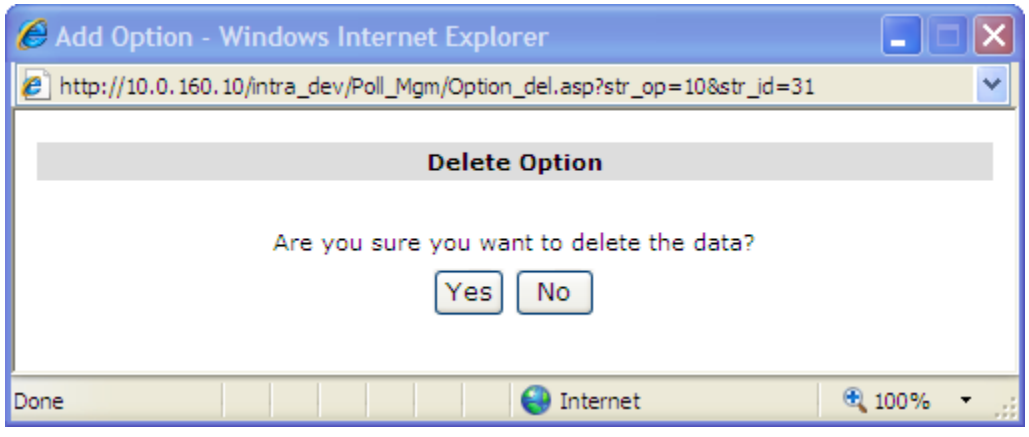


Figure 2.26 Delete confirmation.

DEPARTMENT PROCEDURE MANUAL

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AMPM Advanced Maintenance Precision Management	**DEPARTMENT PROCEDURE MANUAL**
	INTRANET DOCUMENTATION

Process : **Intranet Documentation**

Document No.: **COM-DPM-01**

Revision :000 (DRAFT)

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DESIGNATION			
DATE			

Revision:

Rev	**Purpose of changes**	**Date Approved**
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1.2 Why Intranet?

Save Time
How can Intranets save your time?

Most organizations are run by people working together. How do your AMPM communicate? By phone, voice mail, email, fax or by person to person meetings.
An Intranet can cut down the time of AMPM employees spend on routine communication tasks. Do we spend time chasing paper? Trying to hunt down paper forms, reports, documents, letters, and memos? Consider converting these documents to electronic formats using scanners, OCR software or other means. Provide a search interface to these documents using AMPM Intranet. Once we know how easily accessible these documents are over the Intranet, we will prefer the faster solution.

Result? We save time and gain more productivity!

1.3 How to access AMPM Intranet?

The intranet can be accessed via this address http://intranet.ampmsb.com.my
or http://10.0.160.10

2.0 CORRESPONDENCE MODULE

2.1 Introduction

Correspondence module dedicated for handling incoming and outgoing letters or document. It's divided into two parts which are public and administrator.

Administrator parts:

- Add Running Number
- View Running Number
- Add Incoming Correspondence
- View Incoming Correspondence
- Add Outgoing Correspondence
- View Outgoing Correspondence

Public parts:

- Add Running Number
- View Running Number
- View Incoming Correspondence
- View Outgoing Correspondence

2.2 Navigation Bar

Figure 9.1 Navigation Bar

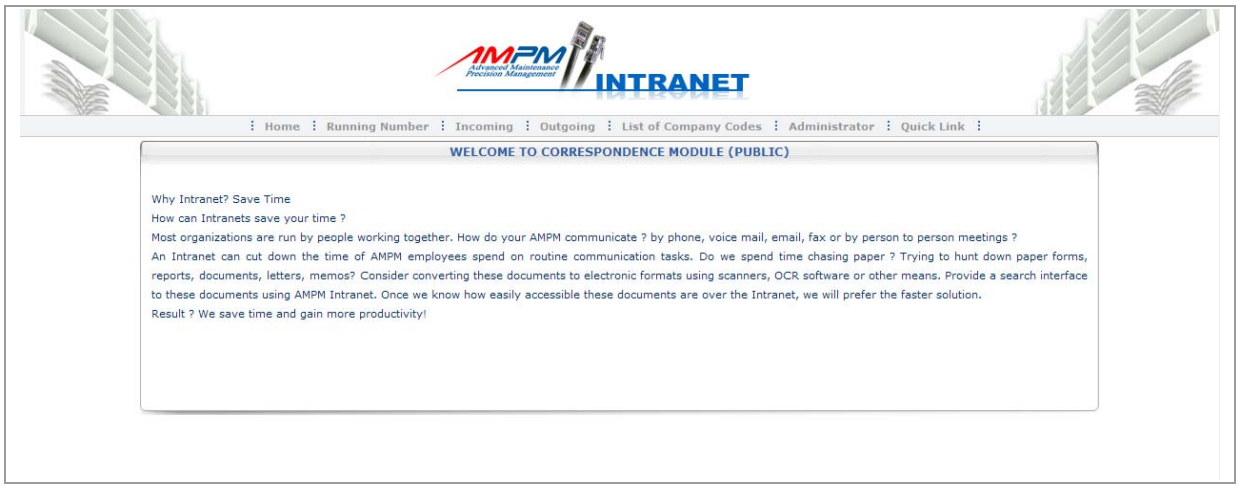
Seven menus in Correspondence Module:

1. Home
2. Running Number
3. Incoming
4. Outgoing
5. List Of Company Codes
6. Administrator
7. Quick Links

Click each menu to enter the particular pages.

2.3 Home

The homepage describes why we should use the intranet.


INTRANET
Home
Running Number
Incoming
Outgoing
List of Company Codes
Administrator
Quick Link
WELCOME TO CORRESPONDENCE MODULE (PUBLIC)
Why Intranet? Save Time
How can Intranets save your time ?
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An Intranet can cut down the time of AMPM employees spend on routine communication tasks. Do we spend time chasing paper ? Trying to hunt down paper forms, reports, documents, letters, memos? Consider converting these documents to electronic formats using scanners, OCR software or other means. Provide a search interface to these documents using AMPM Intranet. Once we know how easily accessible these documents are over the Intranet, we will prefer the faster solution.
Result ? We save time and gain more productivity!

Figure 9.2 Homepage

2.4 Running Number

There are 2 submenus at the running number menu:

1. Add running number
2. List Running number

2.4.1 Add Running Number

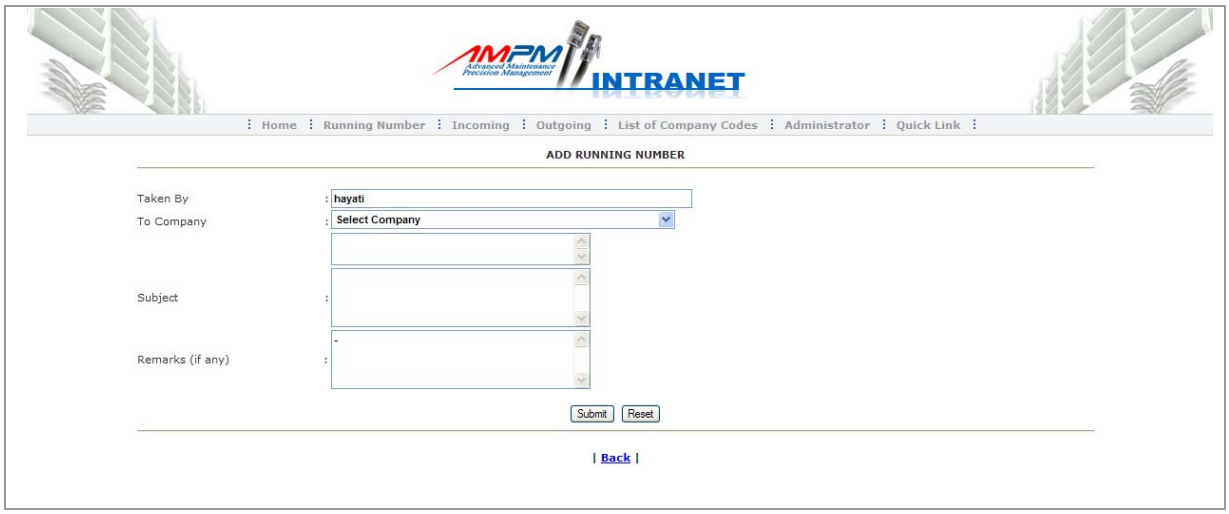

Figure 2.3 Add Running Number Page

a) Taken By – the name of person who fill the form.
b) To Company - the name of company which receive the document.
c) Subject – the title of letter or document.
d) Remarks – other details.
e) Users only have 15 minutes to use this page. If exceed from 15 minutes it will automatically log out.
f) Users must fill the required information and click **Submit** button to submit the form.
g) If users left one of the fields, error message will appear (Figure 2.4).

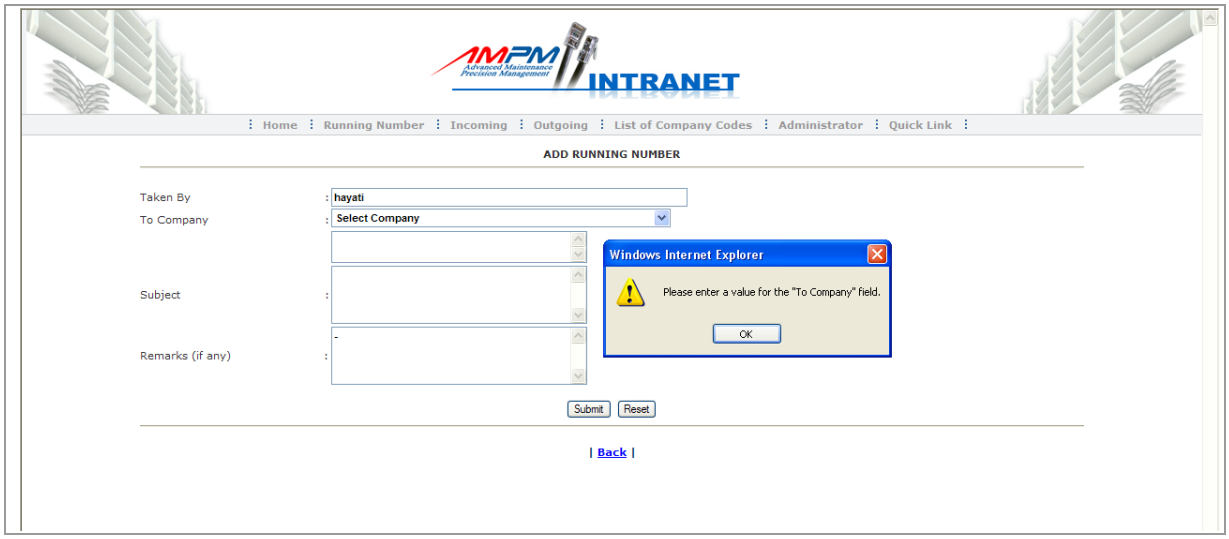

Figure 2.4 Error Message

2.4.2 List Running Number

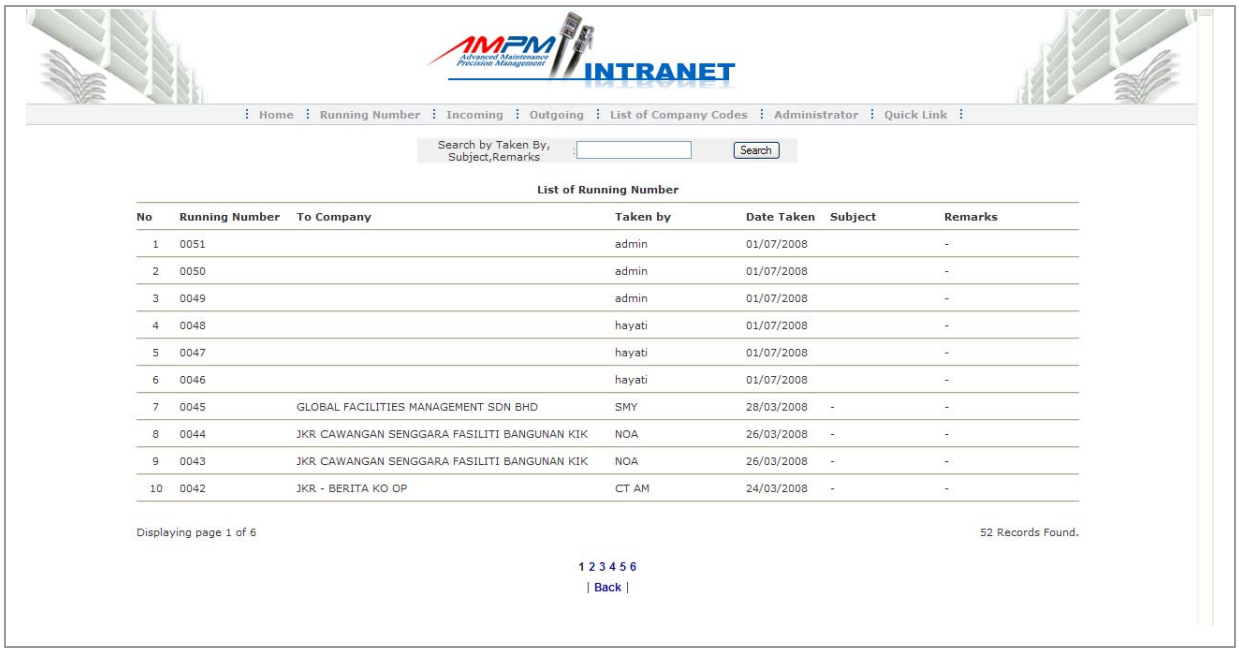
INTRANET
Home
Running Number
Incoming
Outgoing
List of Company Codes
Administrator
Quick Link
Search by Taken By, Subject,Remarks
Search
List of Running Number
No
Running Number
To Company
Taken by
Date Taken
Subject
Remarks
1 0051 admin 01/07/2008 -
2 0050 admin 01/07/2008 -
3 0049 admin 01/07/2008 -
4 0048 hayati 01/07/2008 -
5 0047 hayati 01/07/2008 -
6 0046 hayati 01/07/2008 -
7 0045 GLOBAL FACILITIES MANAGEMENT SDN BHD SMY 28/03/2008 - -
8 0044 JKR CAWANGAN SENGGARA FASILITI BANGUNAN KIK NOA 26/03/2008 - -
9 0043 JKR CAWANGAN SENGGARA FASILITI BANGUNAN KIK NOA 26/03/2008 - -
10 0042 JKR - BERITA KO OP CT AM 24/03/2008 - -
Displaying page 1 of 6
52 Records Found.
1 2 3 4 5 6
| Back |

Figure 2.5 List of Running Number.

1. Users are able to search the list of running number by Subject and Remarks.
2. To search the running number list users need to fill in the required information in the blank fill and then click search button. Example search by Taken By : **“ NOA”**

2.5 Incoming Correspondence

2.5.1 Add Incoming Correspondence

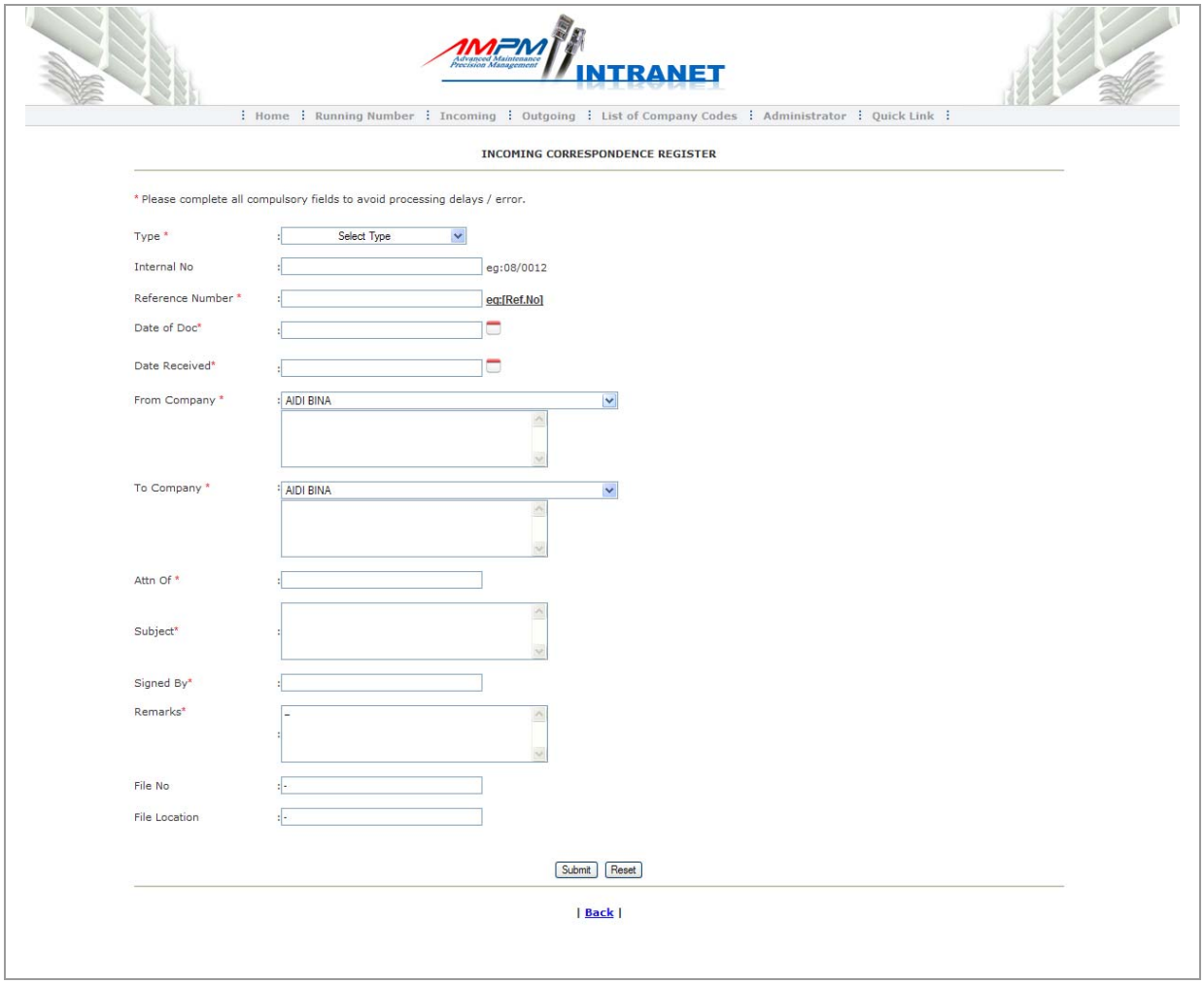

Figure 2.6 Incoming Correspondence Register Page

1. Type - the category of document (letter/memo)
2. Internal No – Internal reference number.
3. Reference Number - the reference number of the document. Example **"AMPM-KIK/201/1.0/07-0003"**. To view the example of reference number click [Ref.No].
4. Date of Doc – Click to select date of document.
5. Date Received – Click to select date of received.

6. From Company - the name of the company which send the document. For example "**Jabatan Kerja Raya (JKR)".** Scroll down to choose the name of the company. If the company doesn't exist in the list click other and type the company name in the text box.
7. To Company - the name of company which receive the document. For example "**AMPM"**.
8. Attn of - the name of whose person who attend the document.
9. Subject - the title of the document.
10. Signed By - name of the person who sign the document
11. Remarks - other details. For example reference number of correspond letter. - **"Reply for letter AMPM-KIK/201/1.0/07-0003".**
12. File No - filling number where the document is located.
13. File Location - location of the file that document is located.
14. Users must fill the required field * and click **Submit** button to submit the form.
15. After submit the form, user will be redirect to the upload form.(Figure 2.7)
16. If users left one of the fields, error message will appear.

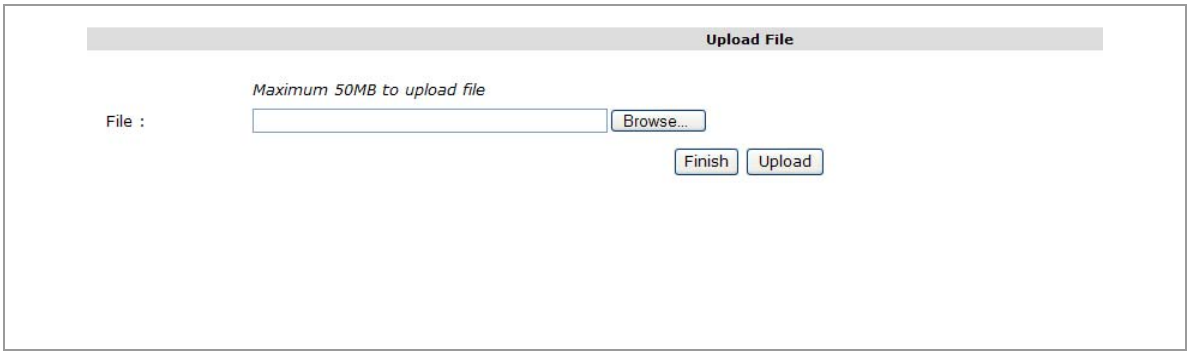

Figure 2.7 Upload File form

2.5.2 Upload incoming document/file

1. Browse the particular document/file.
2. Click Upload to upload the document/file.
3. Click Finish to exit the form.
4. Only PDF document are allowed to be uploaded.

2.5.3 View and Search Incoming Correspondence List

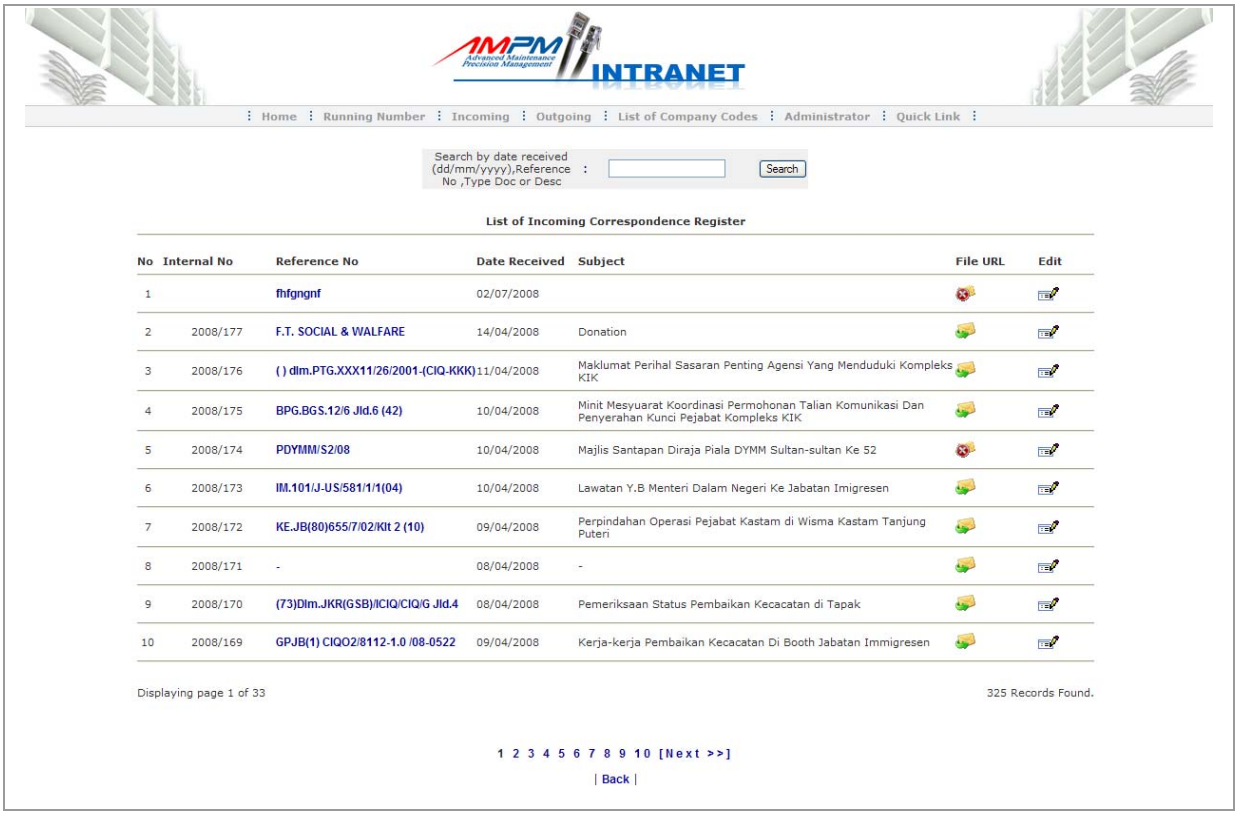
INTRANET
Home | Running Number | Incoming | Outgoing | List of Company Codes | Administrator | Quick Link
Search by date received (dd/mm/yyyy),Reference No ,Type Doc or Desc :
Search
List of Incoming Correspondence Register
No Internal No Reference No Date Received Subject File URL Edit
1 fhfgngnf 02/07/2008
2 2008/177 F.T. SOCIAL & WALFARE 14/04/2008 Donation
3 2008/176 ( ) dlm.PTG.XXX11/26/2001-(CIQ-KKK) 11/04/2008 Maklumat Perihal Sasaran Penting Agensi Yang Menduduki Kompleks KIK
4 2008/175 BPG.BGS.12/6 Jld.6 (42) 10/04/2008 Minit Mesyuarat Koordinasi Permohonan Talian Komunikasi Dan Penyerahan Kunci Pejabat Kompleks KIK
5 2008/174 PDYMM/S2/08 10/04/2008 Majlis Santapan Diraja Piala DYMM Sultan-sultan Ke 52
6 2008/173 IM.101/J-US/581/1/1(04) 10/04/2008 Lawatan Y.B Menteri Dalam Negeri Ke Jabatan Imigresen
7 2008/172 KE.JB(80)655/7/02/Klt 2 (10) 09/04/2008 Perpindahan Operasi Pejabat Kastam di Wisma Kastam Tanjung Puteri
8 2008/171 - 08/04/2008 -
9 2008/170 (73)Dlm.JKR(GSB)/CIQ/CIQ/G Jld.4 08/04/2008 Pemeriksaan Status Pembaikan Kecacatan di Tapak
10 2008/169 GPJB(1) CIQO2/8112-1.0 /08-0522 09/04/2008 Kerja-kerja Pembaikan Kecacatan Di Booth Jabatan Immigresen
Displaying page 1 of 33
325 Records Found.
1 2 3 4 5 6 7 8 9 10 [Next >>]
| Back |

Figure 2.8 List of Incoming Correspondence Register page.

1. Users are able to search the list of incoming correspondence by Date received (dd/mm/yyyy), Reference No or Description.
2. To search the incoming correspondence list users need to fill in the required information in the blank fill and then click search button. Example search by date received "**21/12/2007".**
3. To view all the Incoming correspondence, leave the textbox blank and click Search.
4. Click the particular reference no. to display the detail of Incoming Correspondence Register.
5. Click to view PDF document and to upload new document/file.
6. Click to edit incoming correspondence.

2.5.4 Edit Incoming Correspondence

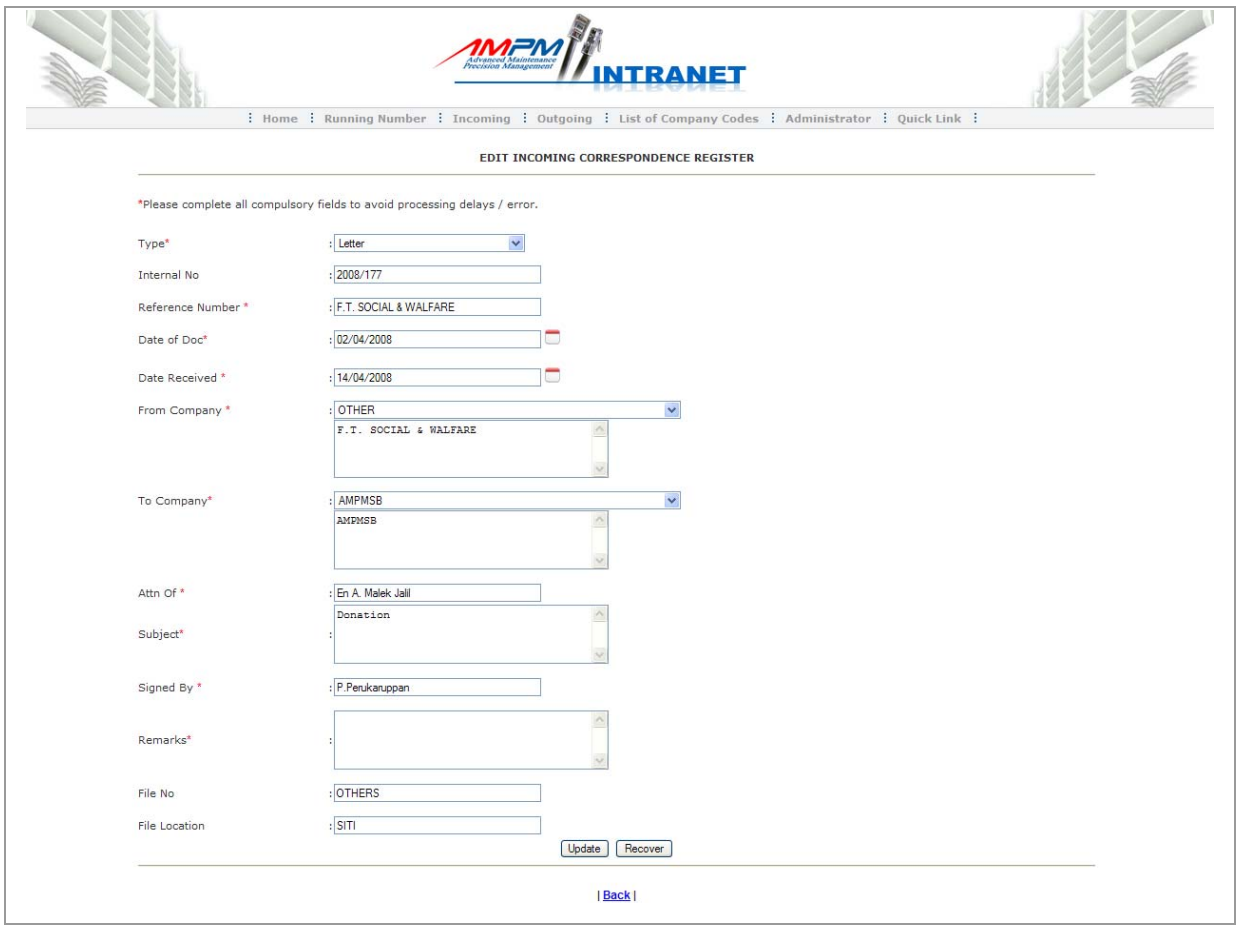

Figure 2.9 Edit Incoming Correspondence Register Page

1. To edit the Incoming Correspondence Information, please click (refer figure 2.8).
2. Edit the required data and click Update.
3. Users will automatically redirect to List of Incoming Correspondence Register Page to make sure the information being update.

2.6 Outgoing Correspondence

2.6.1 Add Outgoing Correspondence

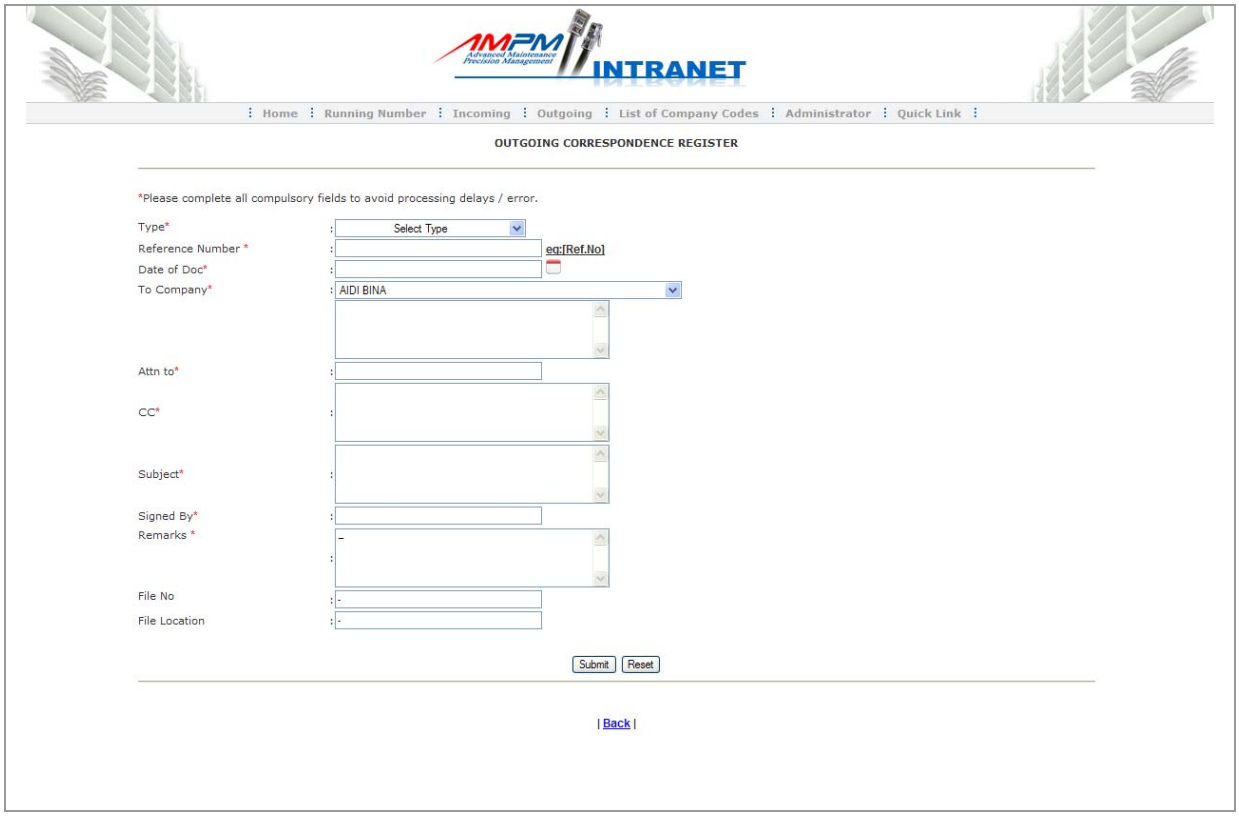

Figure 2.8 Outgoing Correspondence Register Page

1. Reference Number - the reference number of the document. For example **"AMPM-KIK/201/1.0/07-0003'.** To view the example of reference number click [Ref.No].
2. Date of Doc - Click to select date of document.
3. Type - category of document whether it is a letter or memo.
4. To Company - the name of company which will receive the document. For example **"JKR SENGGARA".** Scroll down to choose the name of the company. If the company doesn't exist in the list click other and type the company name in the field.
5. Attention to - the name of whose person who attend the document.
6. CC - the person who received the copy of the document.
7. Subject - the title of the document.
8. Signed By - the name of the person who sign the document.

9. Remarks - other details. For example **"reference number of correspond letter. - Reply for letter GFM/E-p/AMPM/0705/0001".**

10. File No - filling number where the document is located
11. File Location - location of the file that document is located.
12. Users must fill the required information and click **Submit** button to submit the form.
13. If users left one of the fields, error message will appear (Figure 2.9).

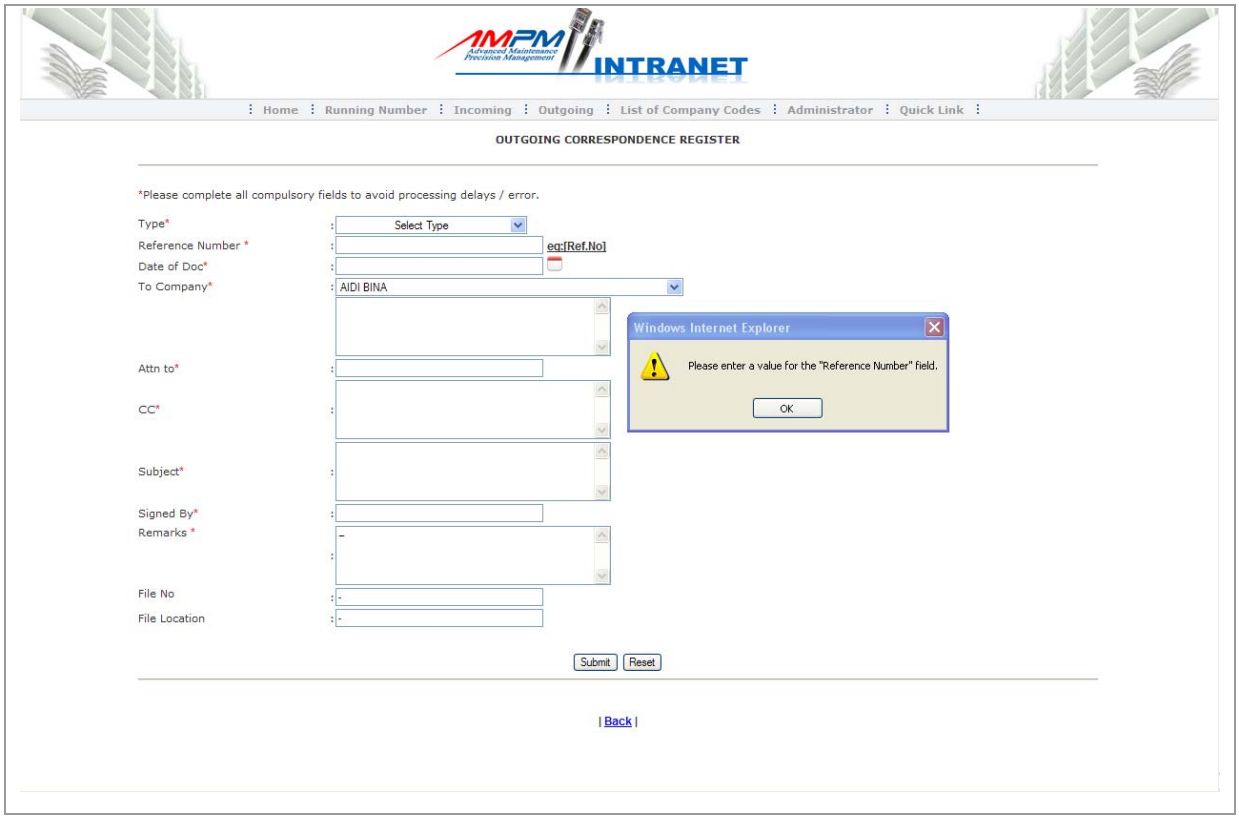

Figure 2.9 Error message

2.6.2 View and Search Outgoing Correspondence

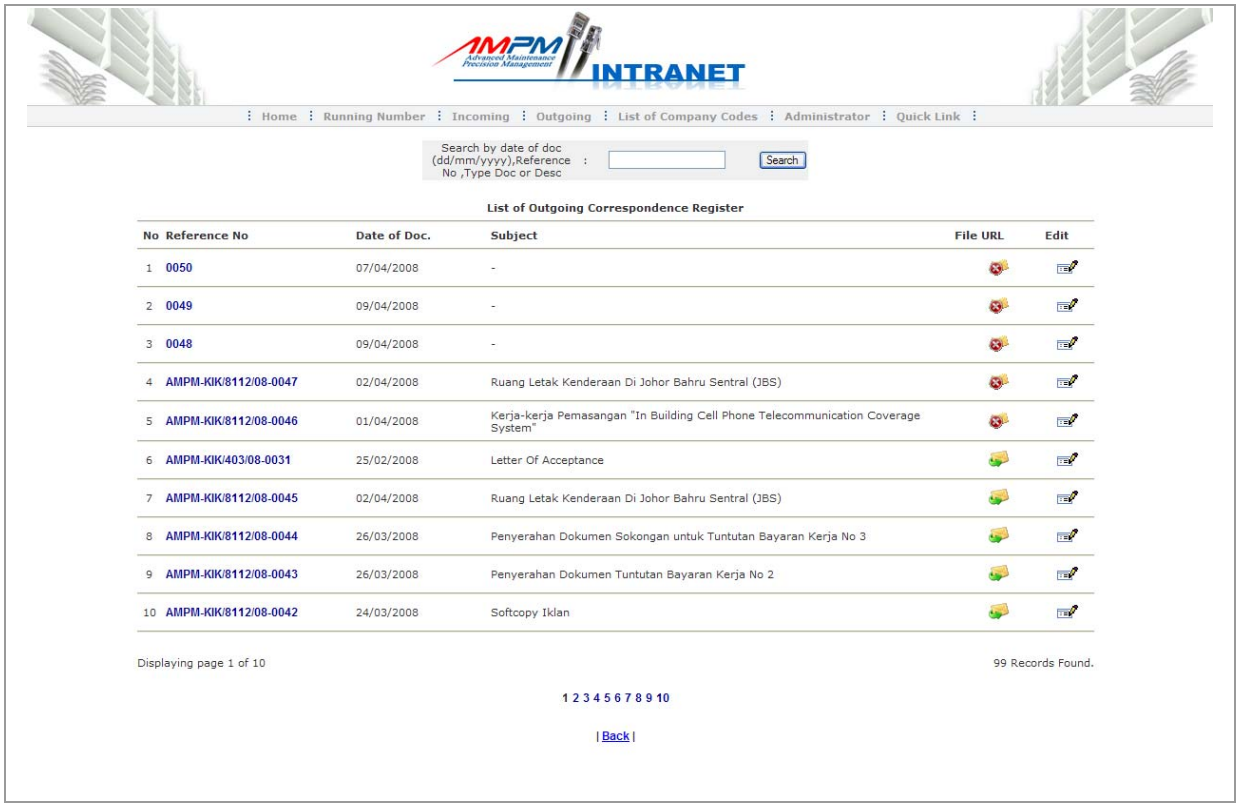
INTRANET
Home | Running Number | Incoming | Outgoing | List of Company Codes | Administrator | Quick Link
Search by date of doc (dd/mm/yyyy),Reference No ,Type Doc or Desc :
Search
List of Outgoing Correspondence Register
No Reference No Date of Doc. Subject File URL Edit
1 0050 07/04/2008 -
2 0049 09/04/2008 -
3 0048 09/04/2008 -
4 AMPM-KIK/8112/08-0047 02/04/2008 Ruang Letak Kenderaan Di Johor Bahru Sentral (JBS)
5 AMPM-KIK/8112/08-0046 01/04/2008 Kerja-kerja Pemasangan "In Building Cell Phone Telecommunication Coverage System"
6 AMPM-KIK/403/08-0031 25/02/2008 Letter Of Acceptance
7 AMPM-KIK/8112/08-0045 02/04/2008 Ruang Letak Kenderaan Di Johor Bahru Sentral (JBS)
8 AMPM-KIK/8112/08-0044 26/03/2008 Penyerahan Dokumen Sokongan untuk Tuntutan Bayaran Kerja No 3
9 AMPM-KIK/8112/08-0043 26/03/2008 Penyerahan Dokumen Tuntutan Bayaran Kerja No 2
10 AMPM-KIK/8112/08-0042 24/03/2008 Softcopy Iklan
Displaying page 1 of 10
99 Records Found.
1 2 3 4 5 6 7 8 9 10
| Back |

Figure 2.10 List of Outgoing Correspondence Register Page.

1. Users are able to search the list of outgoing correspondence by Date of document, (dd/mm/yyyy), Reference No, Type of Document or Subject.
2. To search the running number list users need to fill in the required information in the blank fill and then click search button. Example search by Reference Number **"AMPM-KIK/201".**
3. To view all the outgoing correspondence, leave the textbox blank and click Search.
4. Click the particular reference no. to display the detail of Outgoing Correspondence Register.
5. Click to view PDF document and to upload new document/file.
6. Click to edit Outgoing Correspondence

2.6.3 Edit Outgoing Correspondence

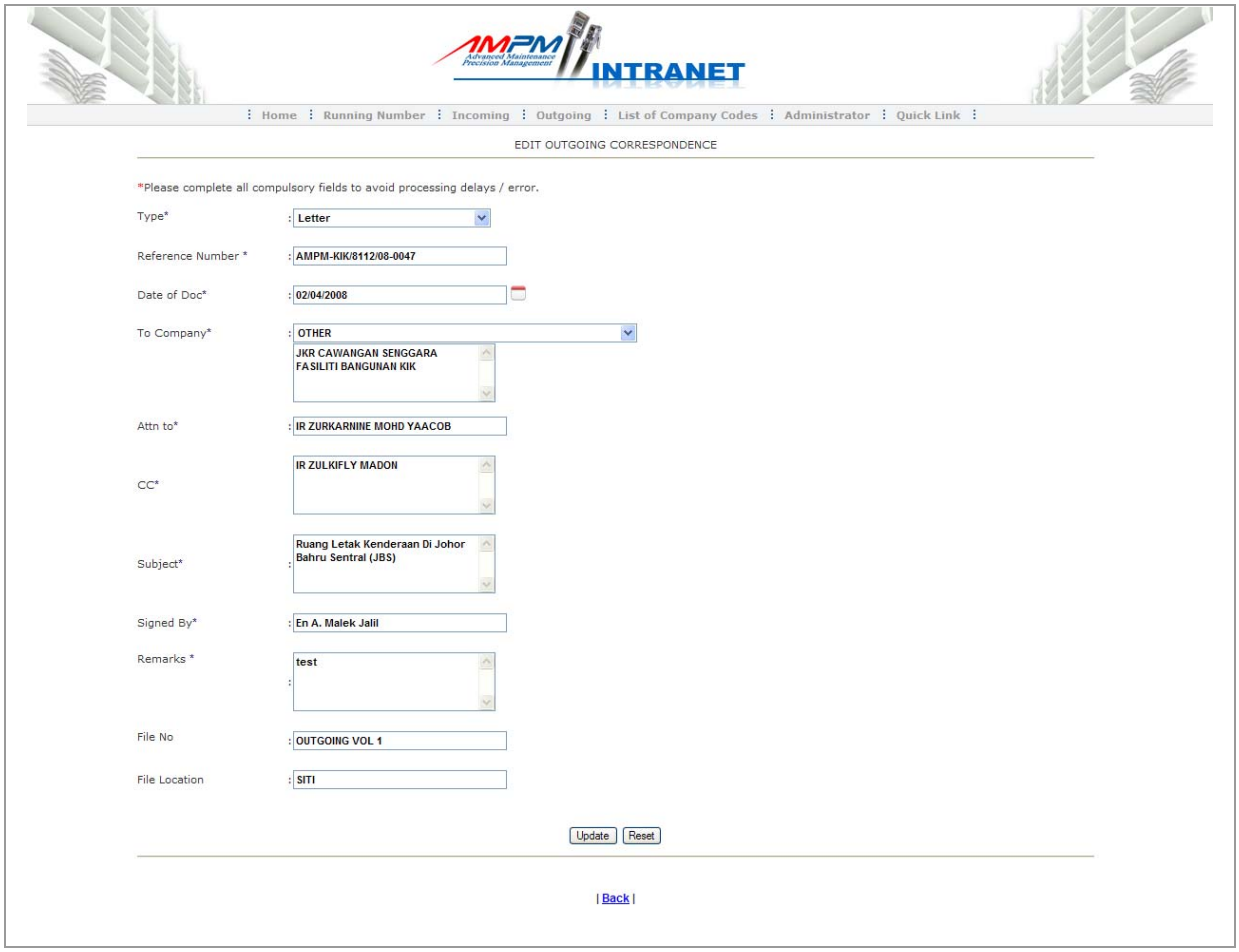

Figure 2.11 Edit Outgoing Correspondence Register Page

1. To edit the Outgoing Correspondence Information, please click (refer figure 8.13).
2. Edit the required data and click Update.
3. Users will automatically redirect to List of Outgoing Correspondence Register Page to make sure the information being update.

2.7 List of Company

List of company code, name and address are allied with AMPMSB.

List of Companies Code		
Companies'Code	**Company Name**	**Company Address**
GOVERNMENT LIAISON AND PUBLIC FEDERAL GOVERNMENT		
8110	JABATAN PERDANA MENTERI (JPM)	Bahagian Pengurusan Hartanah Kerajaan , Jabatan Perdana Menteri,Aras 7, Blok B3 , Pusat Pentadbiran Kerajaan Persekutuan 82520 Putrajaya.
8111	UNIT PERANCANG EKONOMI JABATAN PERDANA MENTERI (EPU)	
8112	JABATAN KERJA RAYA MALAYSIA (JKR)	Cawangan Kerja Keselamatan, Tingkat 16-20, Maju Tower, Peti Surat 10-03, 1003 Jalan Sultan Ismail 50250 KL
8113	PERBADANAN PUTRAJAYA	
8114	LEMBAGA LEBUHRAYA MALAYSIA	Wisma Lebuhraya, Lembaga Lebuhraya Malaysia , Km 6,Jalan Serdang-Kajang, 4300 KajangSelangor
KEMENTERIAN		
8161	K. KEWANGAN (MOF)	
8162	K. KERJA RAYA (KKR OR MOW)	
8163	K. DALAM NEGERI (KDN)	
8164	K. PEMBANGUNAN USAHAWAN DAN KOPERASI	Aras 5, Lot 2, G6 Presint 2, Pusat Pentadbiran Kerajaan Persekutuan ,62100 Putrajaya.
8165	KEMENTERIAN KESELAMATAN DALAM NEGERI	
STATE		
8210	PEJABAT MENTERI BESAR JOHOR (MB)	
8220	JABATAN KERJA RAYA NEGERI JOHOR (JKRJ)	Jabatan Kerja Raya Malaysia, Cawangan Senggara Fasiliti Bangunan, Lot 1784, Jalan Storey , 80300 Johor Bahru, Johor.
8221	JABATAN PENGANKUTAN JALAN JOHOR (JPJ)	Kompleks Jabatan Pengangkutan Jalan, Karung Berkunci No. 714, 80990 Johor Bahru.
8222	MUFTI NEGERI JOHOR	Jabatan Mufti Johor, Tingkat 3, Pusat Islam Iskandar Johor, Jalan Masjid Abu Bakar, 80990 Johor Bahru, Johor Darul Takzim.
8223	JABATAN PERTAHANAN AWAM NEGERI JOHOR	JPA Jalan Padi Murni, Bandar Baru UDA, 81200 Johor Bahru, Johor.
8224	UNIT PERANCANG EKONOMI NEGERI JOHOR	
8225	JABATAN BOMBA DAN PENYELAMAT JOHOR	Aras 2, Bangunan Sultan Ibrahim, Jalan Bukit Timbalan, 80000 Johor Bahru.

Figure 2.12 List of Company

2.8 Delete Incoming/Outgoing Upload File

1. Click to delete incoming/outgoing uploaded file. Only Correspondence administrator is allowed to delete files.

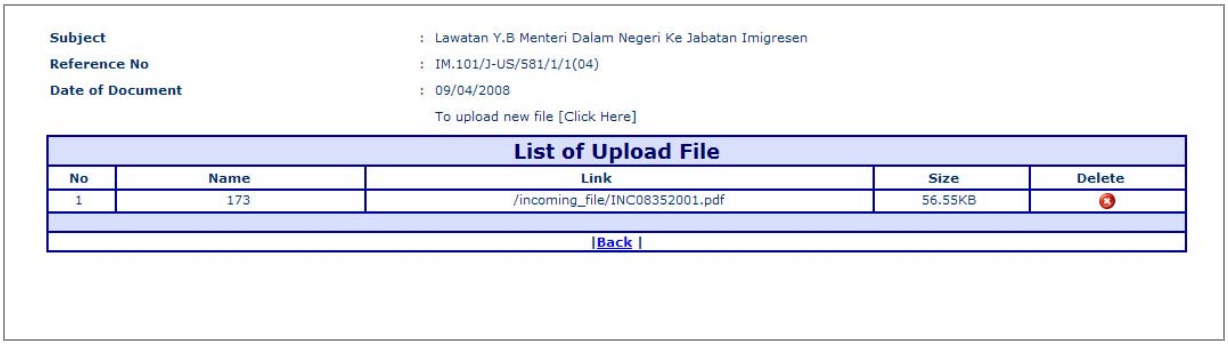

Figure 2.3 List of Upload File

DEPARTMENT PROCEDURE MANUAL

PROCESS

INTRANET DOCUMENTATION

(EVENT MANAGEMENT)

DOCUMENT NO

COPY NO

THIS DOCUMENT IS A ***CONTROLLED COPY*** PROPERTY OF AMPM

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Process : **Intranet Documentation**

Document No.:

	ORIGINATOR	*PROCESS OWNER*	*APPROVED BY*
SIGNATURE			
NAME:			
DESIGNATION			
DATE			

Revision:

Rev	Purpose of changes	Date Approved
01		
02		
03		
04		
05		
06		
07		
08		
09		
10		

Purpose

This document is for user manual for AMPM Intranet. The objective of this document is to give a guideline to user for using the AMPM Intranet.

Scope

Responsibilities

The Intranet is prosecuted and in order. This responsible is to be followed throughout the operation of ICT Department.

Definitions

Not applicable.

Attachments

Not applicable.

Associated Document

Not applicable.

Abbreviation and Acronyms

Not applicable.

1.0 INTRODUCTIONS

1.1 Intranet Definition

An Intranet is a network based on the internet TCP/IP open standard. An intranet belongs to an organization, and is designed to be accessible only by the organization's members, employees, or others with authorization. An intranet's Web site looks and act just like other Web sites, but has a firewall surrounding it to fend off unauthorized users. Intranets are used to share information. Secure intranets are much less expensive to build and manage than private, proprietary-standard networks

1.2 Why Intranet?

Save Time
How can Intranets save your time?

Most organizations are run by people working together. How do your AMPM communicate? by phone, voice mail, email, fax or by person to person meetings ? An Intranet can cut down the time of AMPM employees spend on routine communication tasks. Do we spend time chasing paper? Trying to hunt down paper forms, reports, documents, letters, and memos? Consider converting these documents to electronic formats using scanners, OCR software or other means. Provide a search interface to these documents using AMPM Intranet. Once we know how easily accessible these documents are over the Intranet, we will prefer the faster solution.

Result? We save time and gain more productivity!

2.0 EVENT MANAGEMENT MODULE

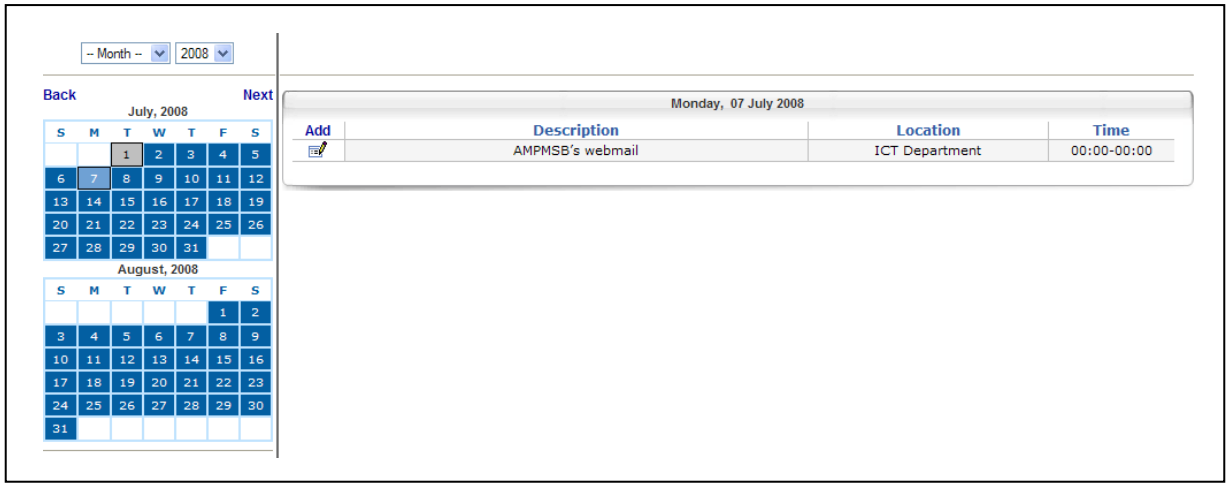

Figure 2.0 Main Menu.

2.1 ADD EVENT

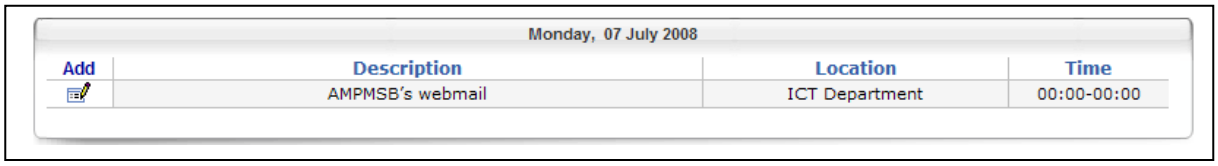

Figure 2.1 List of Event.

1. Administrator is able to add and edit event.
2. To view event details click on Description (Figure 2.1).
3. Click on to edit event data.
4. To add new event click on **Add** button and page will redirect to Add Event Form (Figure 2.2).

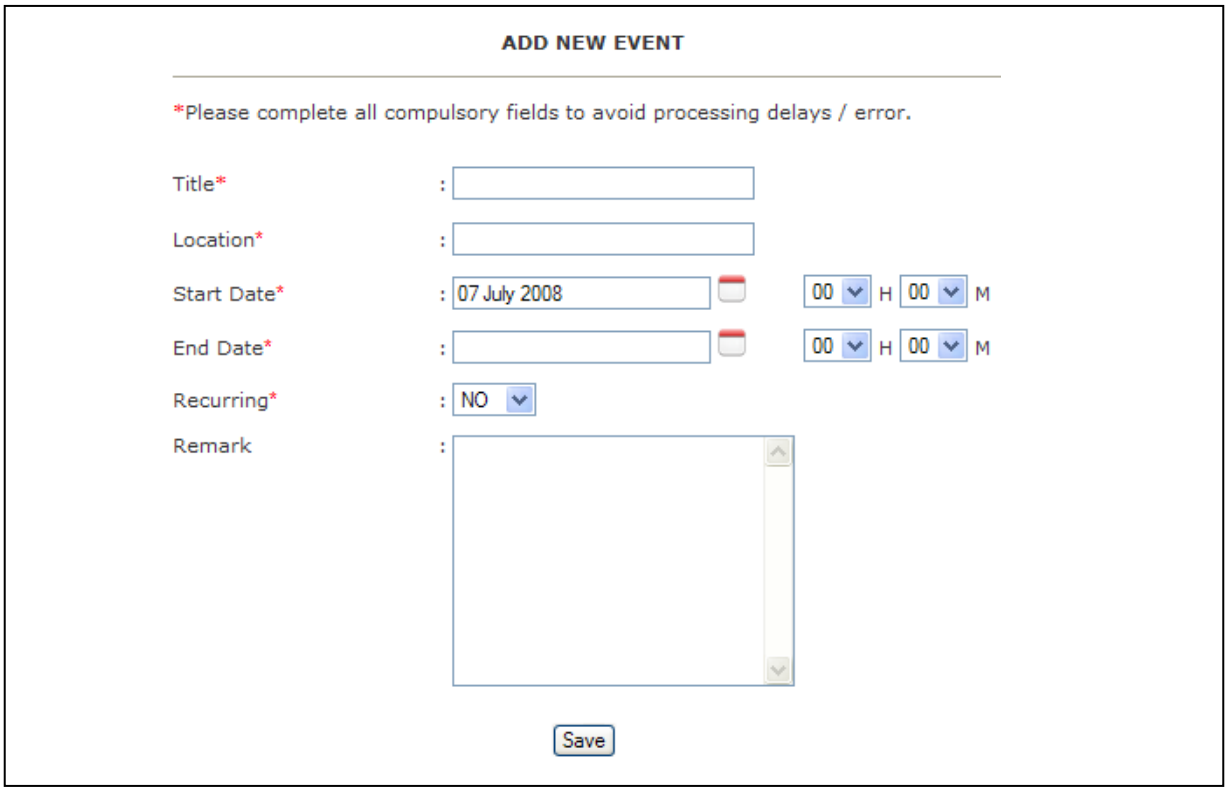

Figure 2.2 New Event Form.

a) Title - the title of event.
b) Location - the location of event.
c) Start Date - the start date of event.
d) End Date - the end date of event.
e) Recurring - to set the event with different date.
f) Remark - the remark or detail of event.
g) Users must fill the required information and click **Save** button to submit the form.
h) If users left one of the fields, error message will appear.

2.2 EDIT EVENT

1. To edit event click on .
2. Page will redirect to Edit Event Form (Figure 2.3).

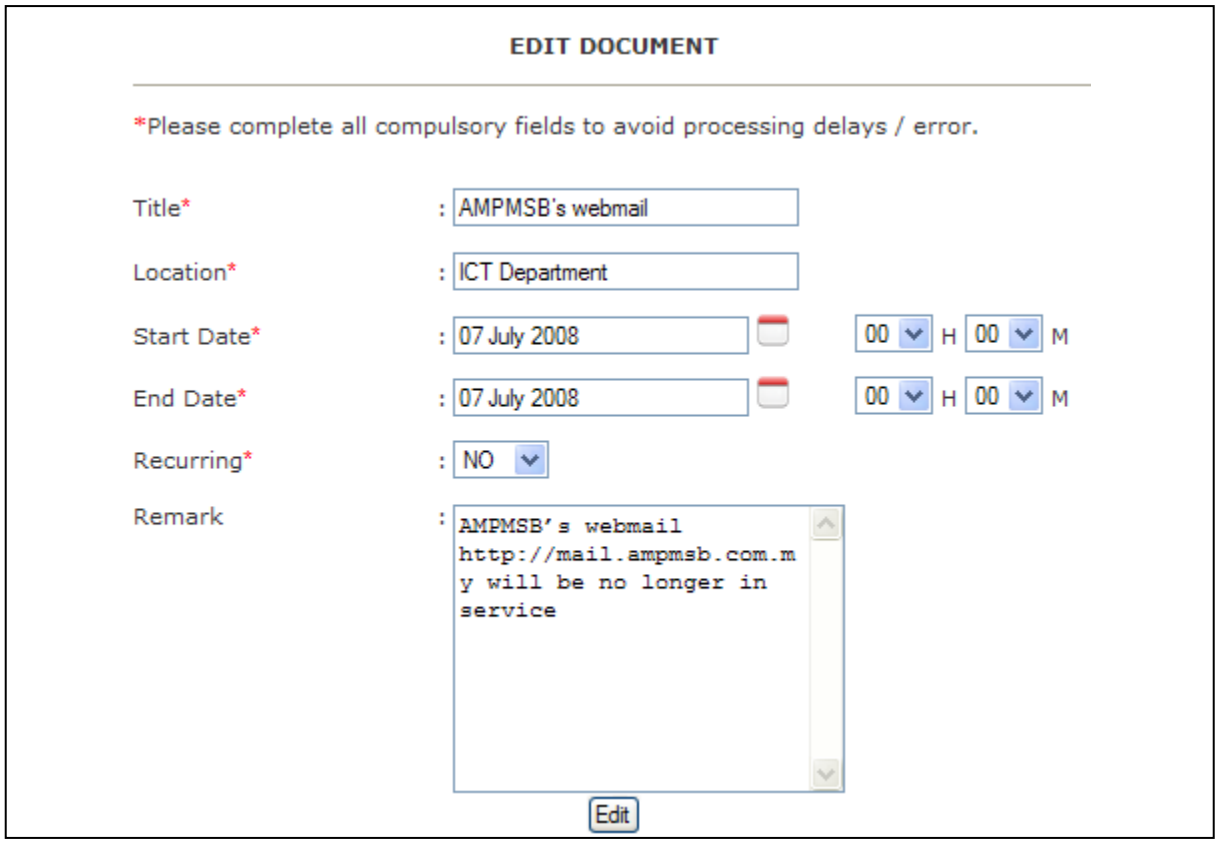

Figure 2.3 Edit Form.

3. Users must fill the required information and click **Edit** button to submit the form.

2.3 SEARCH EVENT

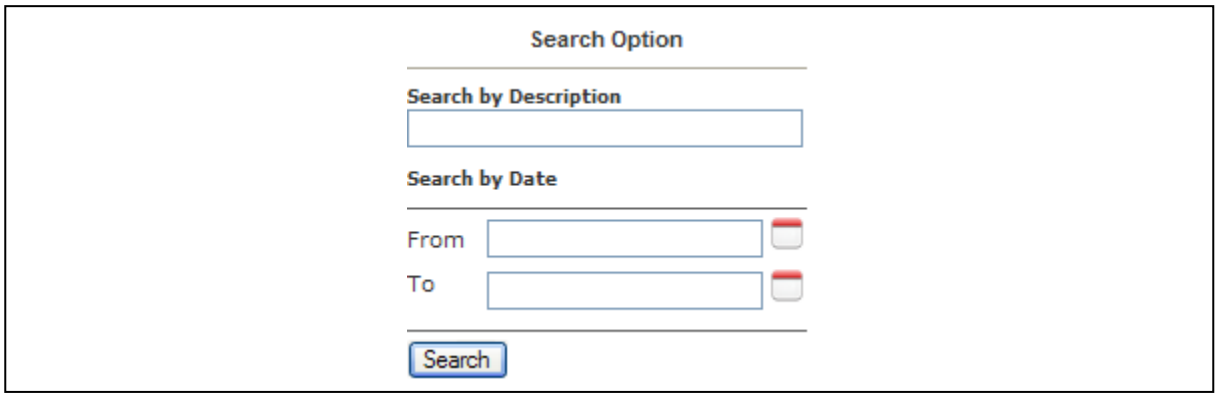

Figure 2.4 Search form.

a) Search by description – search option by description.
b) From - the start date of event.
c) End Date - the end date of event.

1. Click on **Search** button to submit the form (Figure 2.4).
2. To view event by month click on dropdown menu (Figure 2.5).

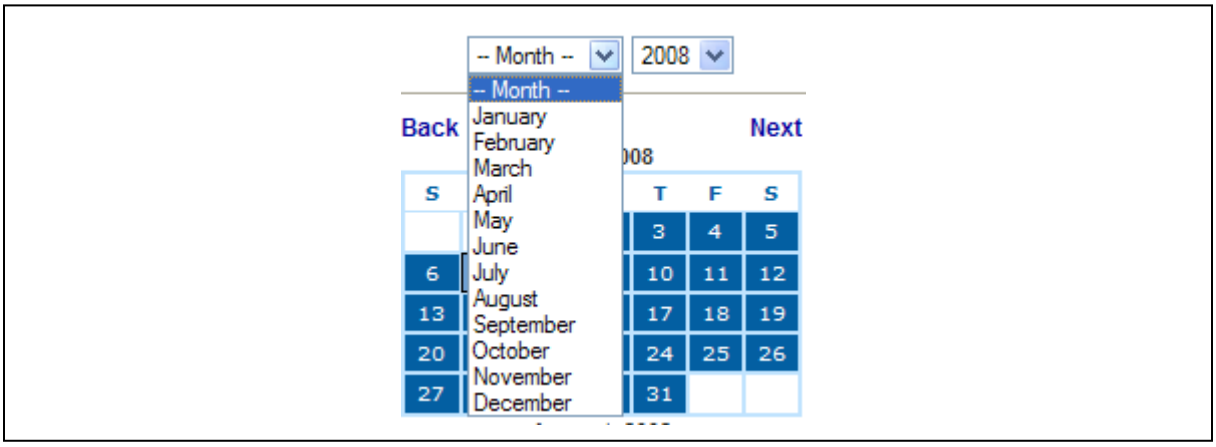

Figure 2.5 Search by date.

3. To view event by year click on dropdown menu (Figure 2.6).

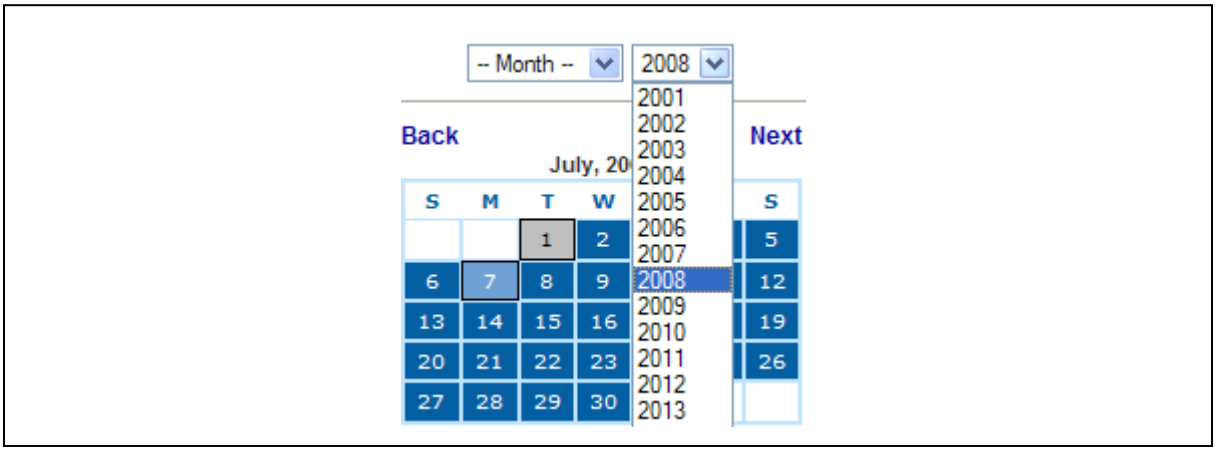

Figure 2.6 Search by month.

4. To view event by date click on date in calendar view (Figure 2.7).

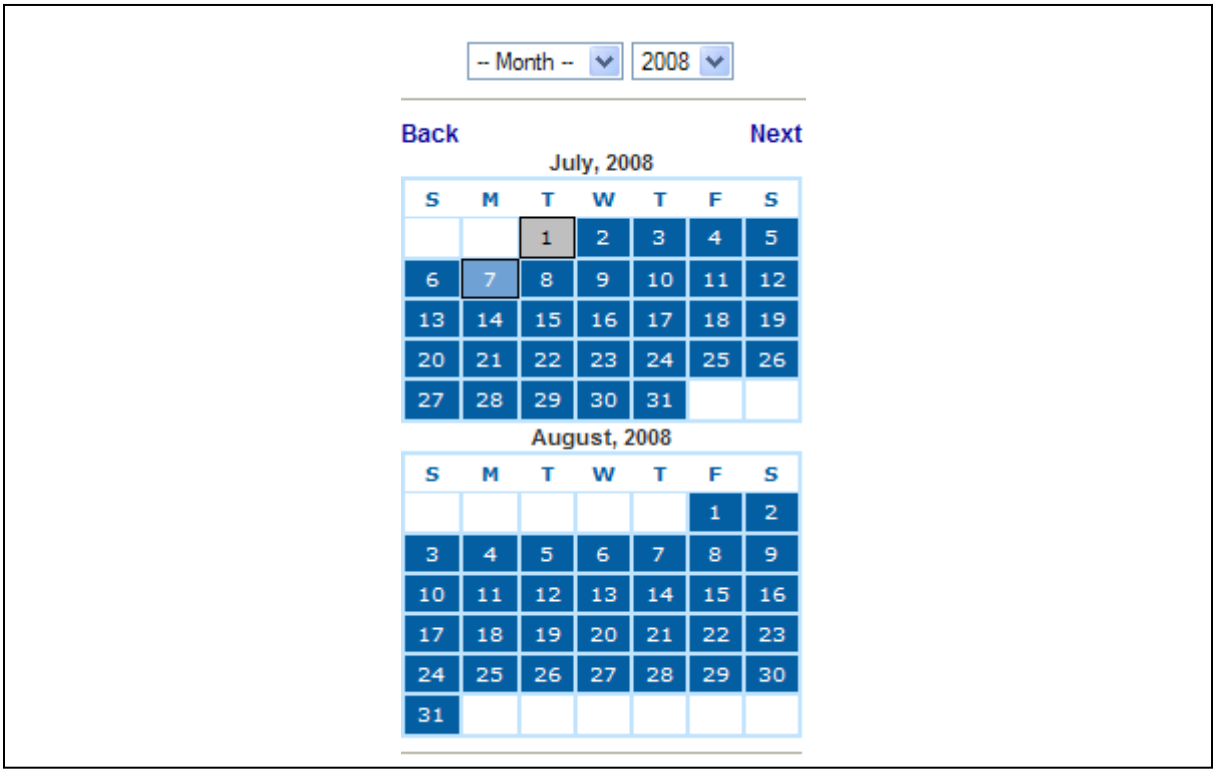

Figure 2.7 Search by day.

DEPARTMENT PROCEDURE MANUAL

PROCESS

INTRANET DOCUMENTATION (DOCUMENT MANAGEMENT)

DOCUMENT NO

COM-DPM-01

COPY NO

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AMPM Advanced Maintenance Precision Management	**DEPARTMENT PROCEDURE MANUAL**
	INTRANET DOCUMENTATION

Process : **Intranet Documentation**

Document No.: **COM-DPM-01**

Revision :000 (DRAFT)

	ORIGINATOR	***PROCESS OWNER***	***APPROVED BY***
SIGNATURE			
NAME:			
DESIGNATION			
DATE			

Revision:

Rev	**Purpose of changes**	**Date Approved**
01		
02		
03		
04		
05		
06		
07		
08		
09		
10		

Purpose

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Not applicable.

Attachments

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Associated Document

Not applicable.

Abbreviation and Acronyms

Not applicable.

1.0 INTRODUCTIONS

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1.2 Why Intranet?

Save Time
How can Intranets save your time?

Most organizations are run by people working together. How do your AMPM communicate? By phone, voice mail, email, fax or by person to person meetings.
An Intranet can cut down the time of AMPM employees spend on routine communication tasks. Do we spend time chasing paper? Trying to hunt down paper forms, reports, documents, letters, and memos? Consider converting these documents to electronic formats using scanners, OCR software or other means. Provide a search interface to these documents using AMPM Intranet. Once we know how easily accessible these documents are over the Intranet, we will prefer the faster solution.

Result? We save time and gain more productivity!

1.3 How to access AMPM Intranet?

The intranet can be accessed via this address http://intranet.ampmsb.com.my
or http://10.0.160.10

2.0 DOCUMENT MANAGEMENT MODULE

2.1 Introduction

Document Management module dedicated for handling documents. It's divided into two parts which are public and administrator.

Administrator parts:

- Add new information of document.
- Upload new document.
- Edit new information of document.

Public parts:

- View and Search List of Document

2.2 Home

The homepage show the list of documents group by type of document.

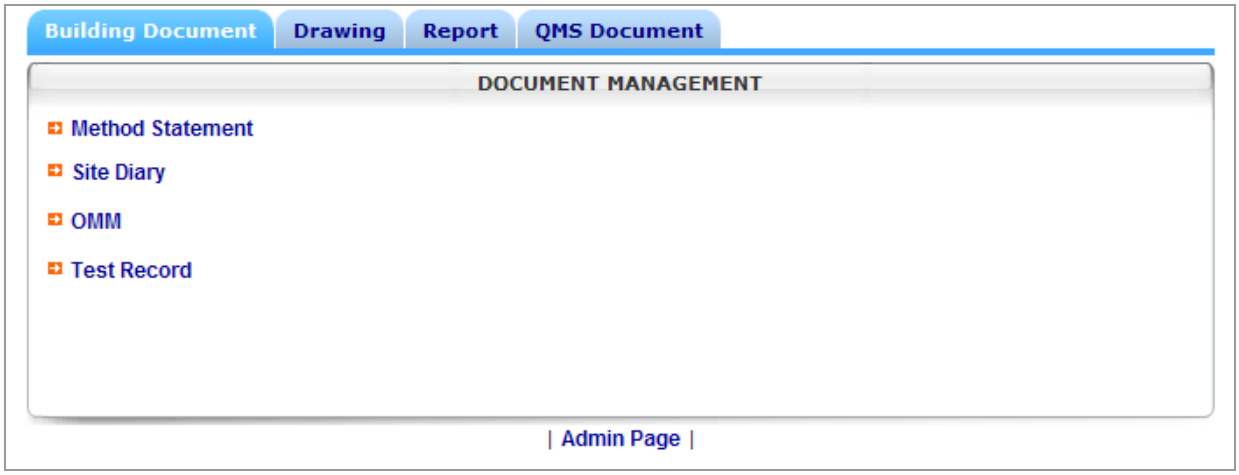

Figure 2.1 Homepage

2.3 Administrator Page

There are 4 icons at the administrator page:

1. Report
2. Building Document
3. Drawing
4. QMS Document

Figure 2.2 Administrator Page

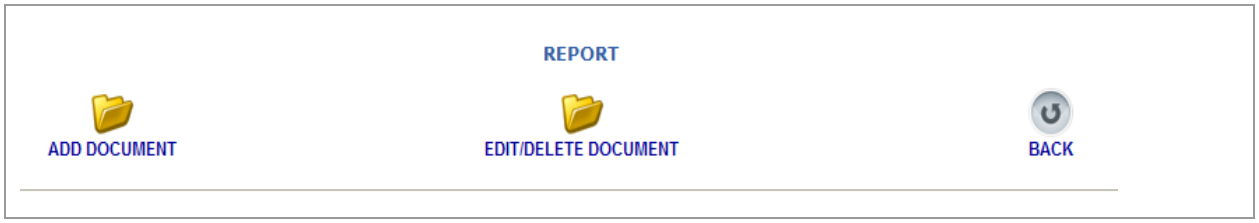

Figure 2.3 Document Type Page

2.4 Add new information of document.

1) Users must fill the required field * and click **Submit** button to submit the form.
2) After submit the form, user will be redirect to the upload form.(Figure 2.8)
3) If users left one of the fields, error message will appear.
4) Click button upload to upload the document. Users are allowed to upload only PDF format.

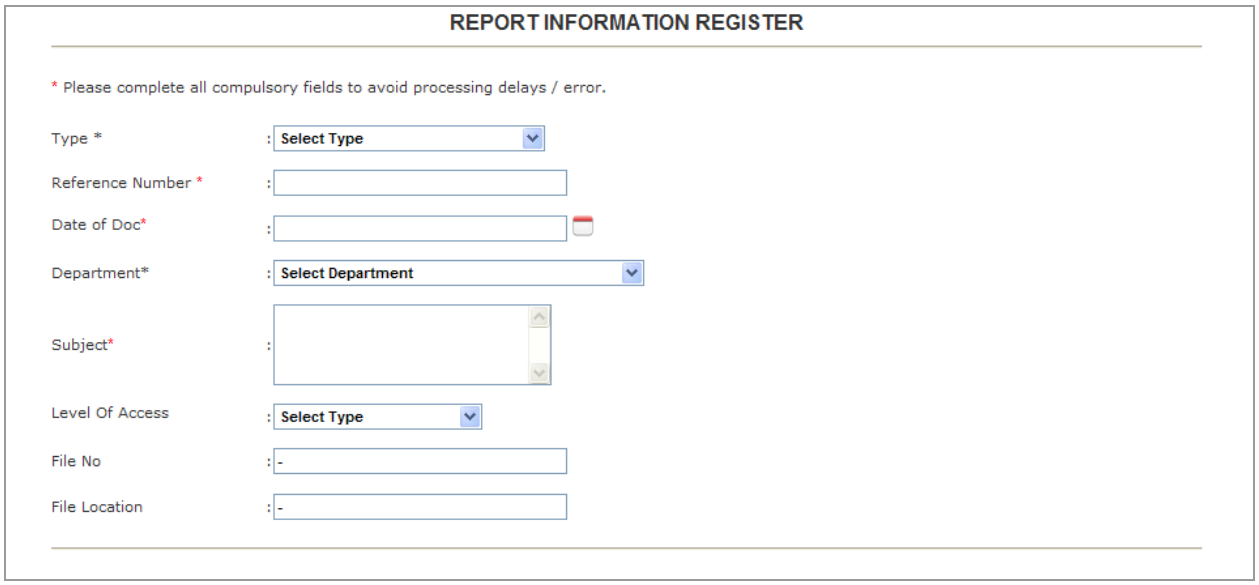

Figure 2.4 Report Information Register Page

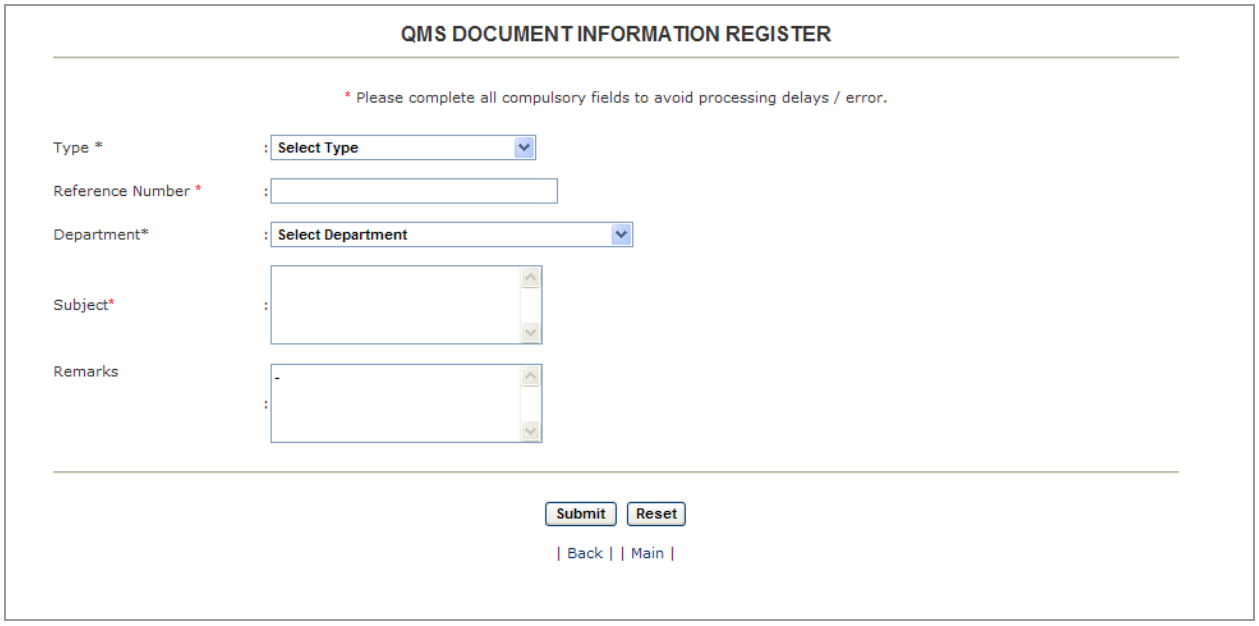

Figure 2.5 QMS Document Information Register Page

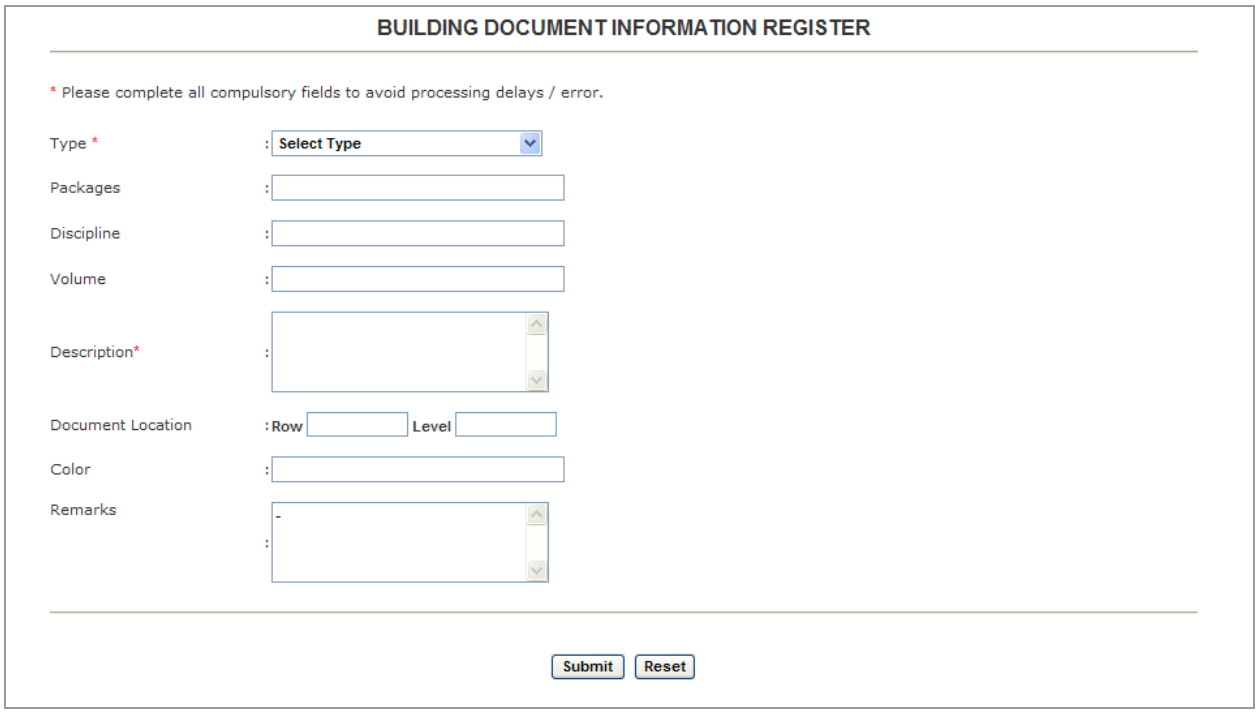

Figure 2.6 Building Document Information Register Page

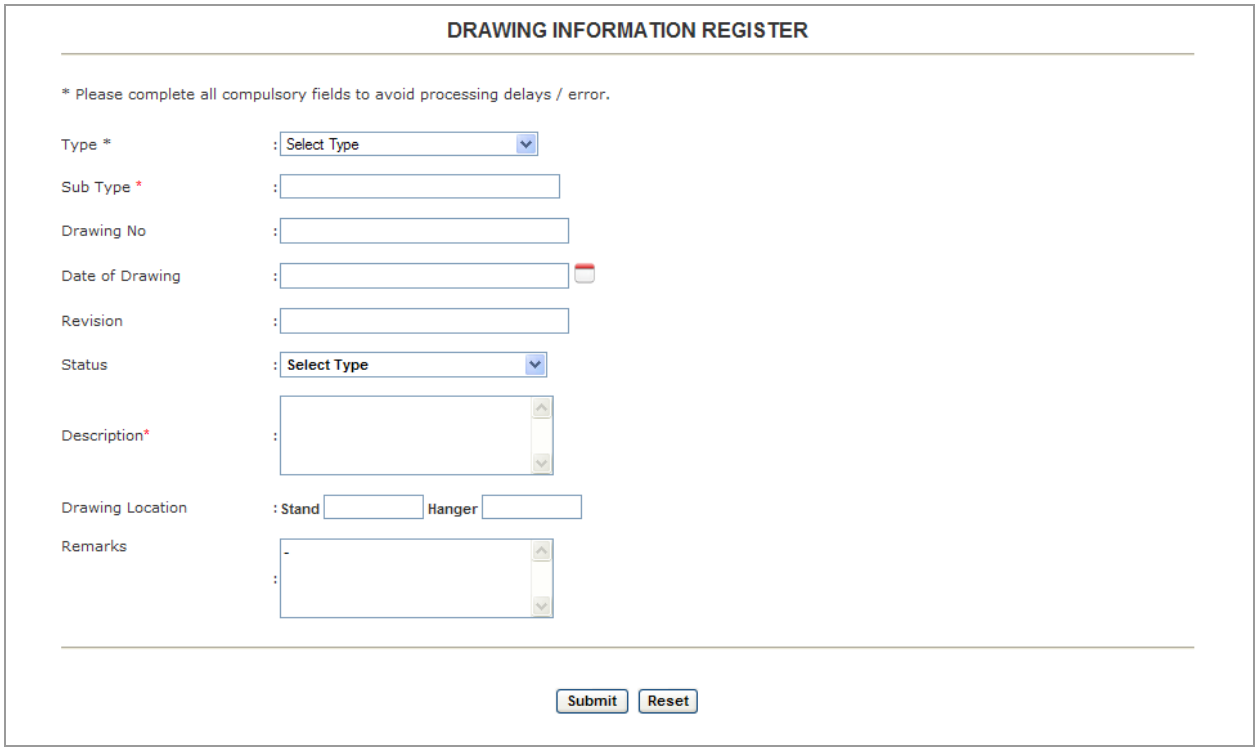

Figure 2.7 Drawing Information Register Page

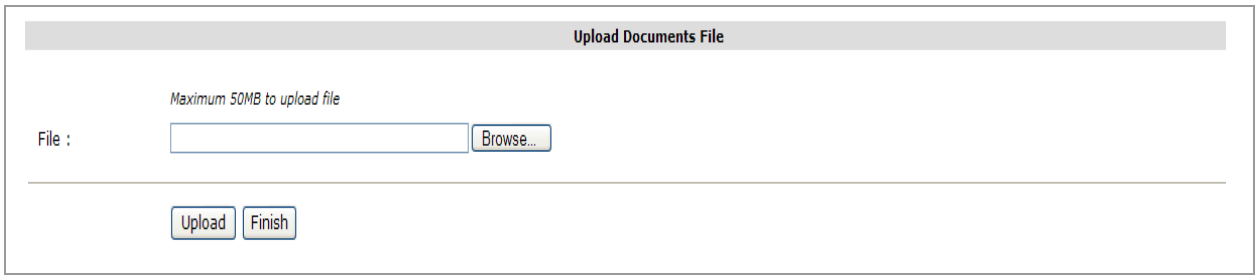

Figure 2.8 Upload Document Page

2.5 View and Search List of Document.

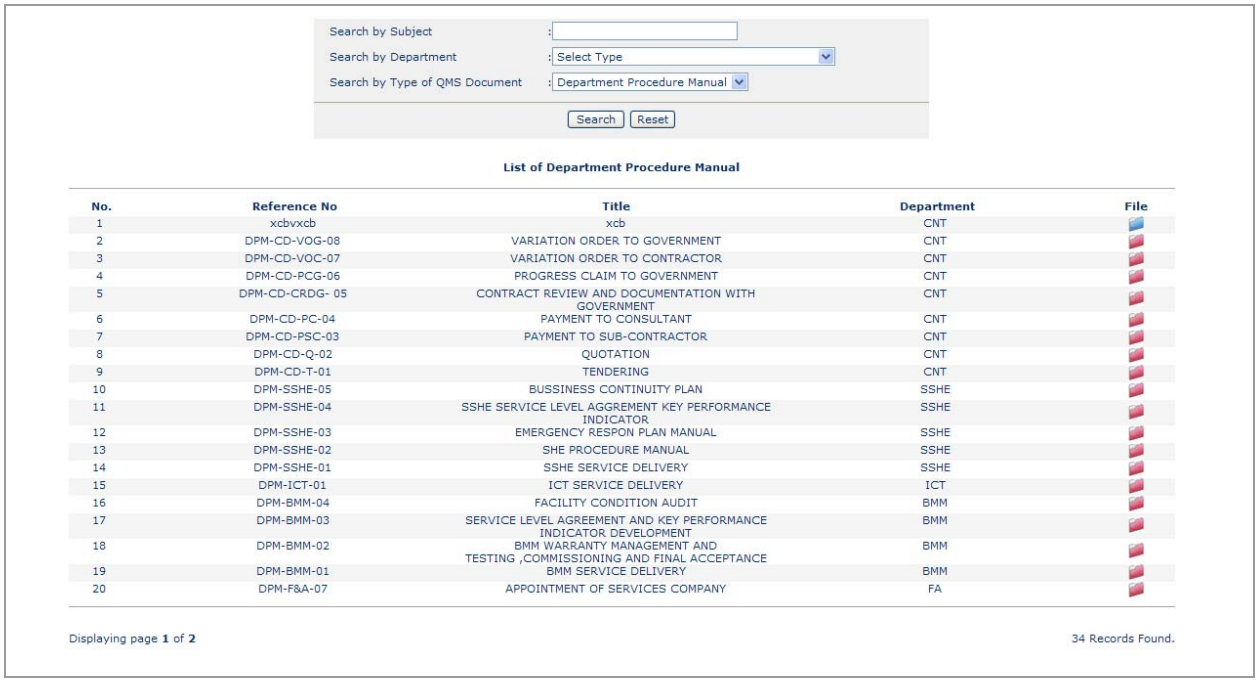
Search by Subject :
Search by Department : Select Type
Search by Type of QMS Document : Department Procedure Manual
Search
Reset
List of Department Procedure Manual
No. Reference No Title Department File
1 xcbvxcb xcb CNT
2 DPM-CD-VOG-08 VARIATION ORDER TO GOVERNMENT CNT
3 DPM-CD-VOC-07 VARIATION ORDER TO CONTRACTOR CNT
4 DPM-CD-PCG-06 PROGRESS CLAIM TO GOVERNMENT CNT
5 DPM-CD-CRDG- 05 CONTRACT REVIEW AND DOCUMENTATION WITH GOVERNMENT CNT
6 DPM-CD-PC-04 PAYMENT TO CONSULTANT CNT
7 DPM-CD-PSC-03 PAYMENT TO SUB-CONTRACTOR CNT
8 DPM-CD-Q-02 QUOTATION CNT
9 DPM-CD-T-01 TENDERING CNT
10 DPM-SSHE-05 BUSSINESS CONTINUITY PLAN SSHE
11 DPM-SSHE-04 SSHE SERVICE LEVEL AGGREMENT KEY PERFORMANCE INDICATOR SSHE
12 DPM-SSHE-03 EMERGENCY RESPON PLAN MANUAL SSHE
13 DPM-SSHE-02 SHE PROCEDURE MANUAL SSHE
14 DPM-SSHE-01 SSHE SERVICE DELIVERY SSHE
15 DPM-ICT-01 ICT SERVICE DELIVERY ICT
16 DPM-BMM-04 FACILITY CONDITION AUDIT BMM
17 DPM-BMM-03 SERVICE LEVEL AGREEMENT AND KEY PERFORMANCE INDICATOR DEVELOPMENT BMM
18 DPM-BMM-02 BMM WARRANTY MANAGEMENT AND TESTING ,COMMISSIONING AND FINAL ACCEPTANCE BMM
19 DPM-BMM-01 BMM SERVICE DELIVERY BMM
20 DPM-F&A-07 APPOINTMENT OF SERVICES COMPANY FA
Displaying page 1 of 2
34 Records Found.

Figure 2.9 List of Documents Page

1. Users are able to search the list of document by Subject, Department or Type of Document.
2. User should select the particular type of document to view the documents.
3. Click the particular title to display the detail of Document's information. (Figure 2.10)
4. Click to view PDF document.
5. The indicates PDF document not available.
6. Click button Edit to edit the document's information. User will be redirect to edit information page (Figure 2.11)

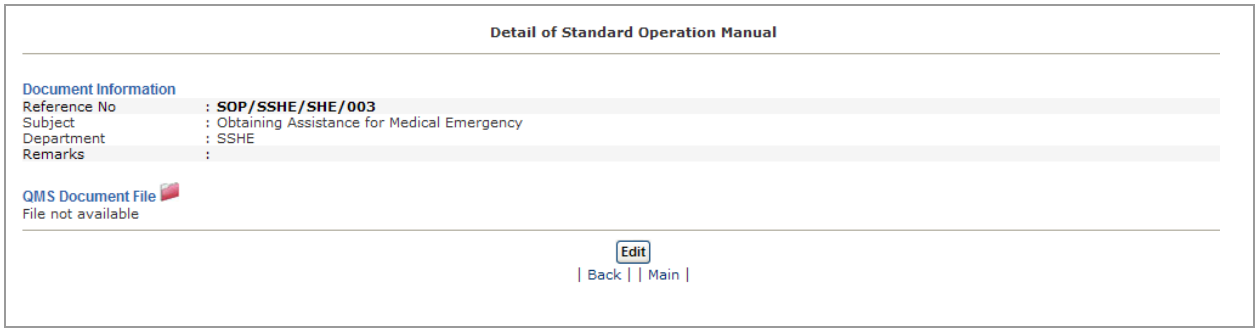

Figure 2.10 Detail of Documents Page

2.5 Edit information of document.

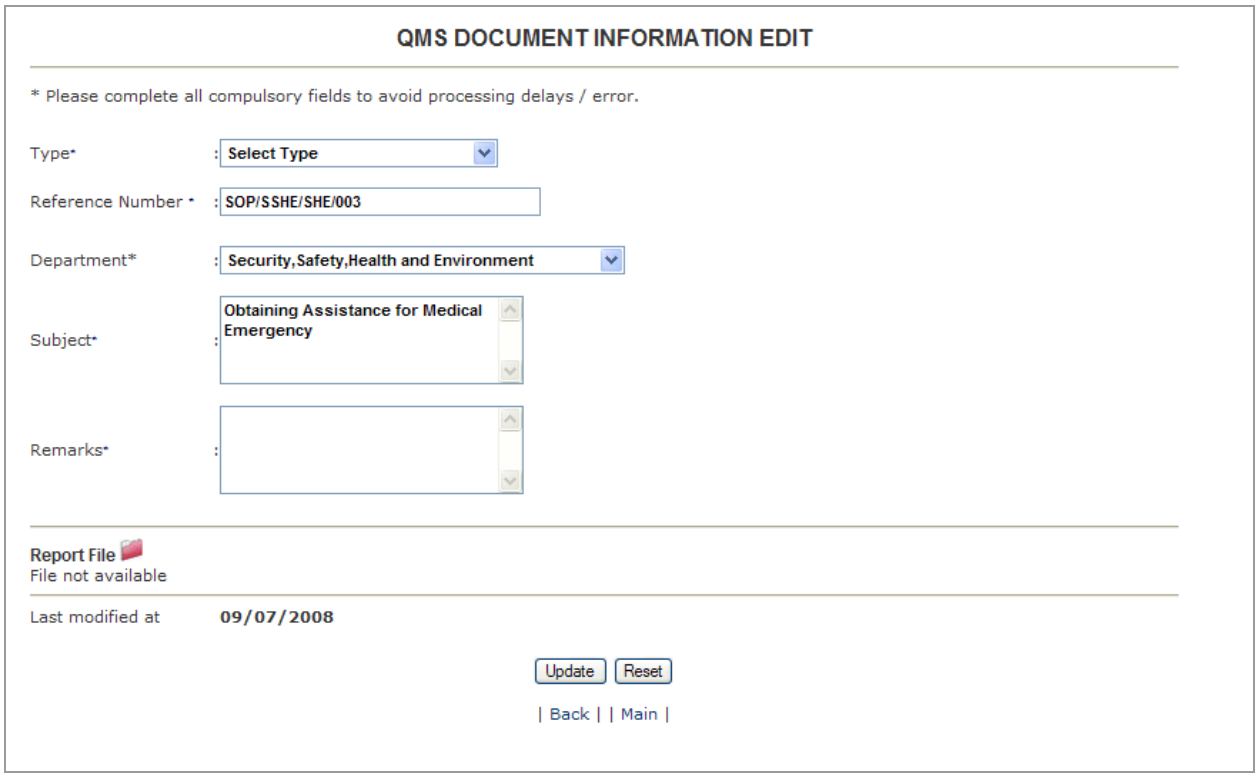

Figure 2.11 Edit Information Documents Page

1. To edit the Document's Information, please click button edit (refer figure 2.10).
2. Edit the required data and click Update.
3. Users will automatically redirect to List Documents Page to make sure the information being update.

DEPARTMENT PROCEDURE MANUAL

PROCESS

INTRANET DOCUMENTATION

(INFORMATION AND NEWS)

DOCUMENT NO

COPY NO

THIS DOCUMENT IS A ***CONTROLLED COPY*** PROPERTY OF AMPM

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Process : **Intranet Documentation**

Document No.:

	ORIGINATOR	*PROCESS OWNER*	*APPROVED BY*
SIGNATURE			
NAME:			
DESIGNATION			
DATE			

Revision:

Rev	Purpose of changes	Date Approved
01		
02		
03		
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Purpose

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Scope

Responsibilities

The Intranet is prosecuted and in order. This responsible is to be followed throughout the operation of ICT Department.

Definitions

Not applicable.

Attachments

Not applicable.

Associated Document

Not applicable.

Abbreviation and Acronyms

Not applicable.

1.0 INTRODUCTIONS

1.1 Intranet Definition

An Intranet is a network based on the internet TCP/IP open standard. An intranet belongs to an organization, and is designed to be accessible only by the organization's members, employees, or others with authorization. An intranet's Web site looks and act just like other Web sites, but has a firewall surrounding it to fend off unauthorized users. Intranets are used to share information. Secure intranets are much less expensive to build and manage than private, proprietary-standard networks

1.2 Why Intranet?

Save Time
How can Intranets save your time?

Most organizations are run by people working together. How do your AMPM communicate? by phone, voice mail, email, fax or by person to person meetings ? An Intranet can cut down the time of AMPM employees spend on routine communication tasks. Do we spend time chasing paper? Trying to hunt down paper forms, reports, documents, letters, and memos? Consider converting these documents to electronic formats using scanners, OCR software or other means. Provide a search interface to these documents using AMPM Intranet. Once we know how easily accessible these documents are over the Intranet, we will prefer the faster solution.

Result? We save time and gain more productivity!

2.0 INFORMATION AND NEWS MODULE

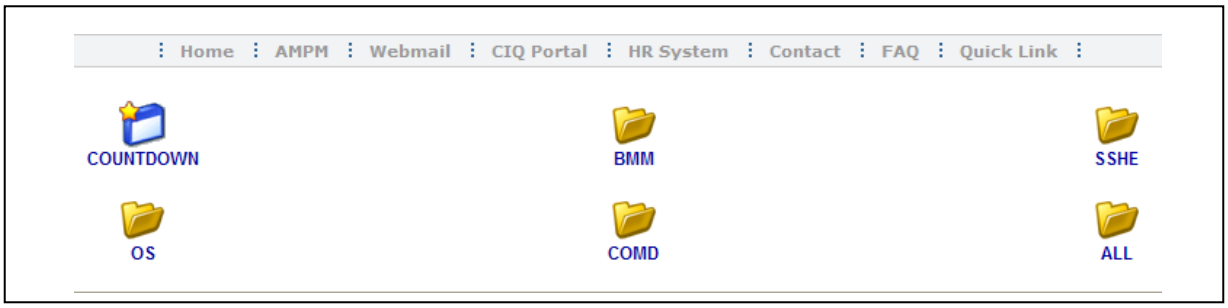


Figure 2.0 Administrator Menu.

Six menus in Menu Administrator list:

1. Countdown.
2. BMM.
3. SSHE.
4. OS.
5. COMD.
6. ALL.

Click each menu to enter the particular pages.

2.1 COUNTDOWN EDITOR

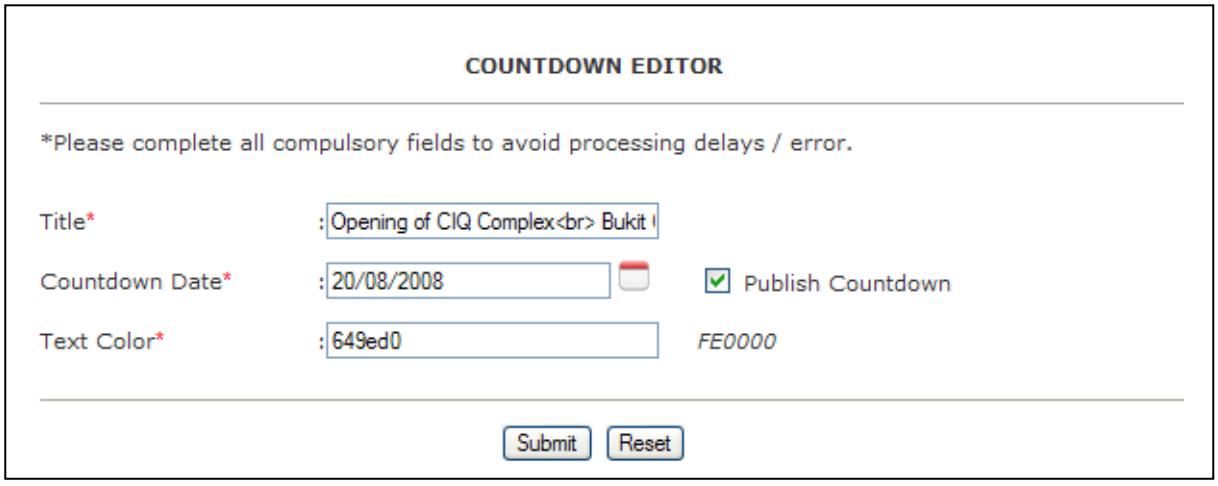


Figure 2.1 Add User Form.

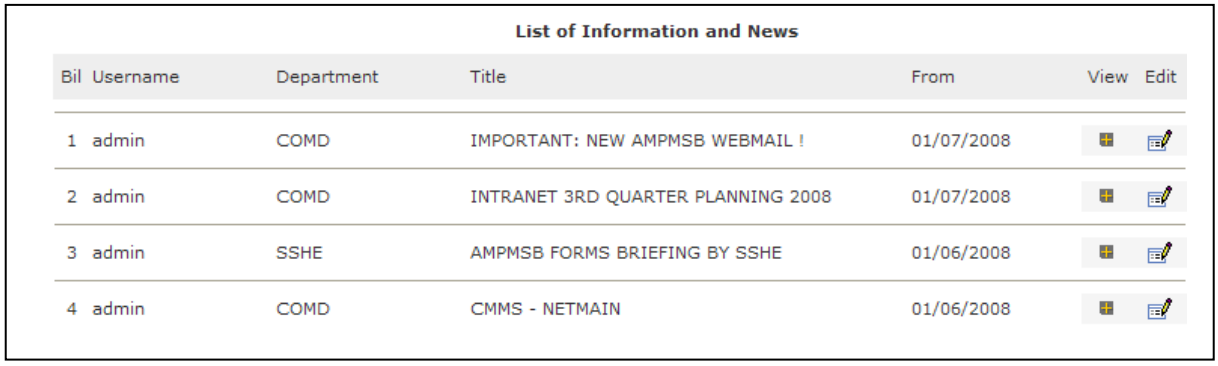
a) Title - the title of countdown timer.
b) Countdown Date - the date to countdown.
c) Text Color - the color of countdown text.

d) Publish Countdown – the indicator for view countdown timer.

e) Users must fill the required information and click **Submit** button to submit the form.

f) If users left one of the fields, error message will appear.

2.2 INFORMATION AND NEWS LIST

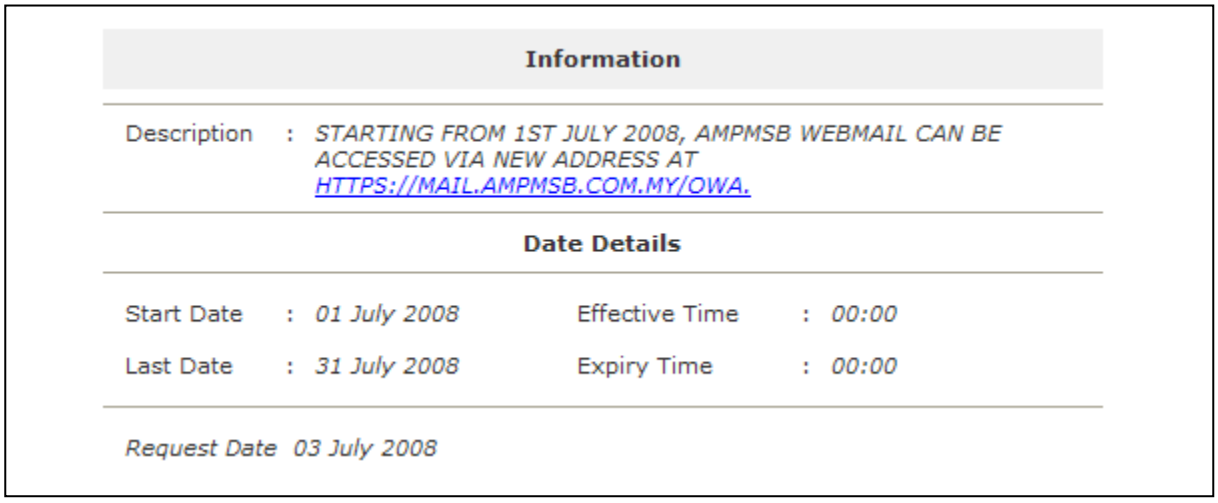


List of Information and News

Bil	Username	Department	Title	From	View	Edit
1	admin	COMD	IMPORTANT: NEW AMPMSB WEBMAIL !	01/07/2008		
2	admin	COMD	INTRANET 3RD QUARTER PLANNING 2008	01/07/2008		
3	admin	SSHE	AMPMSB FORMS BRIEFING BY SSHE	01/06/2008		
4	admin	COMD	CMMS - NETMAIN	01/06/2008		

Figure 2.2 List of Information and News.

1. Administrator is able to view and edit the information and news (Figure 2.2).
2. Click on ⊞ to view information details (Figure 2.3).
3. Click on to edit information data.



Information

Description : *STARTING FROM 1ST JULY 2008, AMPMSB WEBMAIL CAN BE ACCESSED VIA NEW ADDRESS AT HTTPS://MAIL.AMPMSB.COM.MY/OWA.*

Date Details

Start Date : *01 July 2008* Effective Time : *00:00*

Last Date : *31 July 2008* Expiry Time : *00:00*

Request Date 03 July 2008

Figure 2.3 Information details.

4. To add new page click **Add** (Figure 2.4).

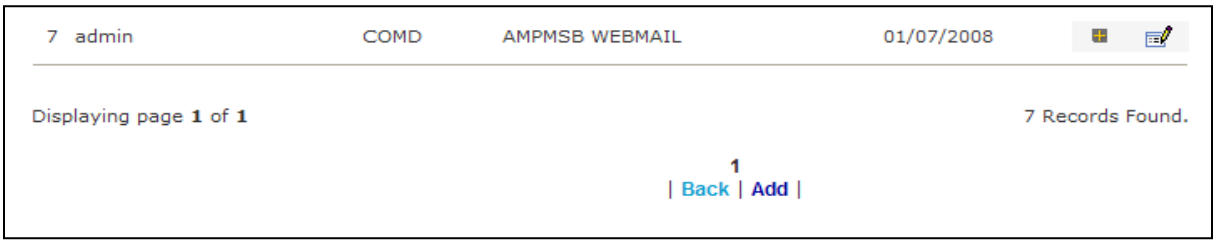


Figure 2.4 Add Link.

5. Add the required information and click Update (Figure 2.5).

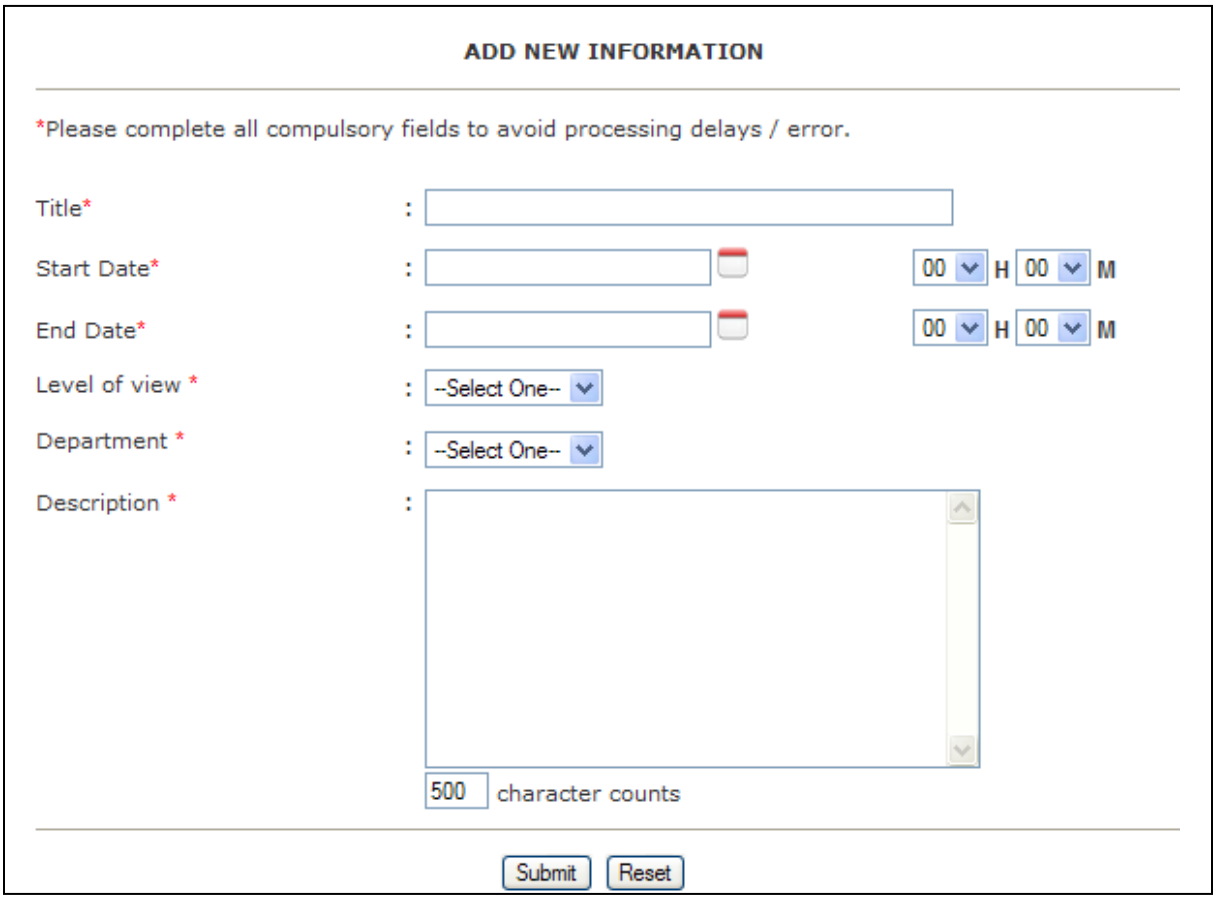


Figure 2.5 Add Page.

a) Title - the title of information and news.
b) Start Date - the start date of information and news.
c) End Date - the end date of information and news.
d) Level of view - Level of information and news.

e) Department - The selected department to view information.
f) Description - The description of department.
g) Click **Submit** button to submit the form.
h) If users left one of the fields, error message will appear.

2.2 EDIT INFORMATION AND NEWS

1. Administrator is able to search the list of information and news by sender, title and date (Figure 2.6).

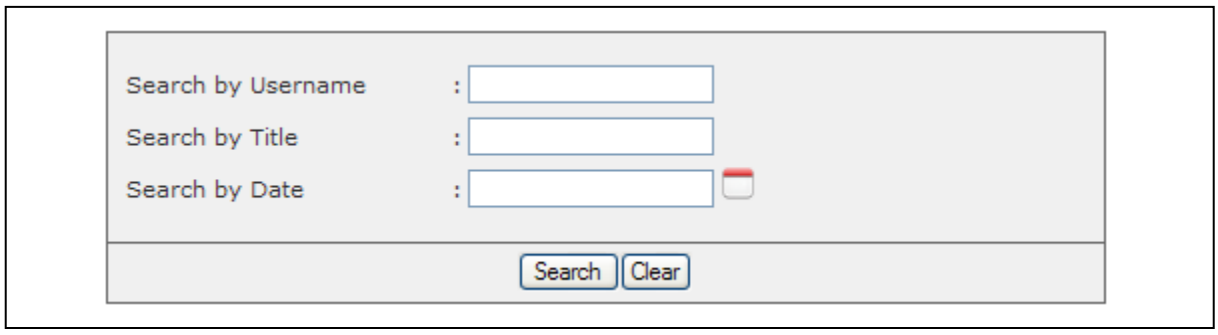


Figure 2.6 Search function

2. Administrator is able to edit information under List of Information (Figure 2.2).
3. Click on to edit the user information (Figure 2.2).

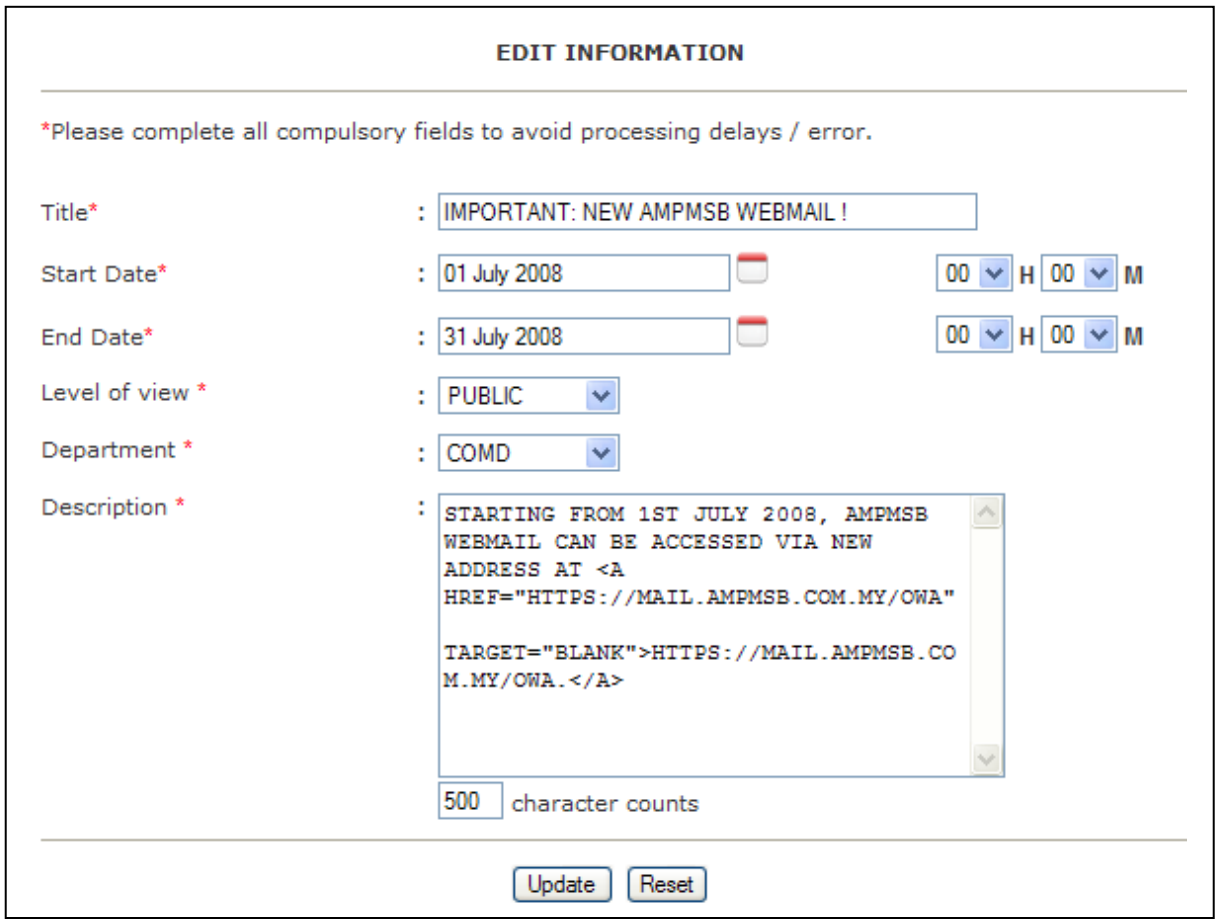


Figure 2.7 Edit Information and News.

a) Title - the title of information and news.
b) Start Date - the start date of information and news.
c) End Date - the end date of information and news.
d) Level of view - Level of information and news.
e) Department - The selected department to view information.
f) Description - The description of department.
g) Click **Update** button to submit the form.
h) If users left one of the fields, error message will appear.

4. To edit user information fill in the required fields under Edit User page and click Update (Figure 2.7).
5. After submit the form, page will redirect to upload list. Administrator is able to upload related file for information and news (Figure 2.8).

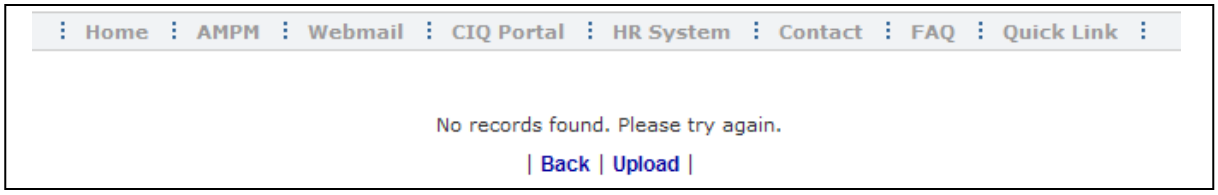


Figure 2.8 Upload file.

6. To upload file click on **Upload** (Figure 2.8).
7. Click **Browse** to search file in local storage (Figure 2.9).
8. Click **Upload** button to upload file.

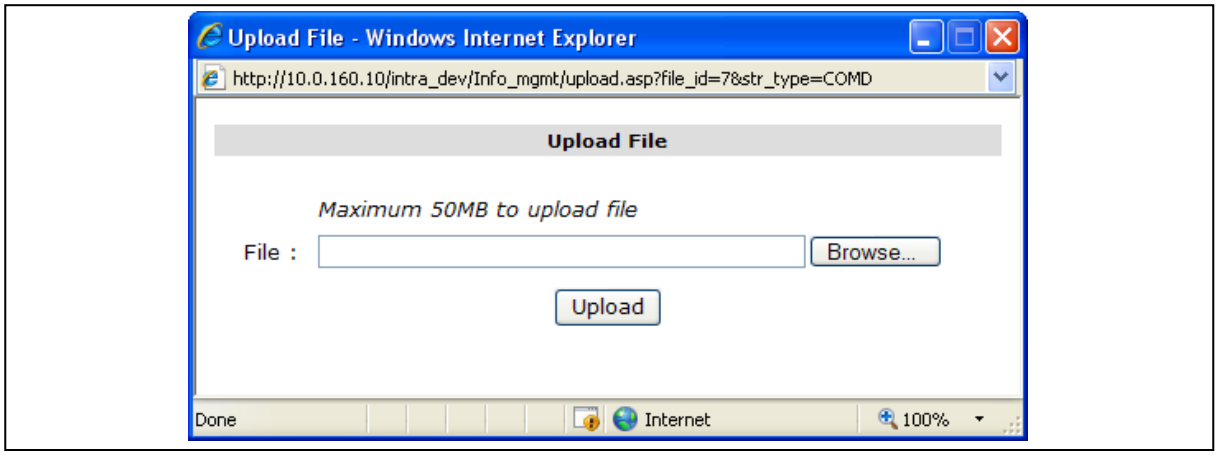


Figure 2.8 Upload file.

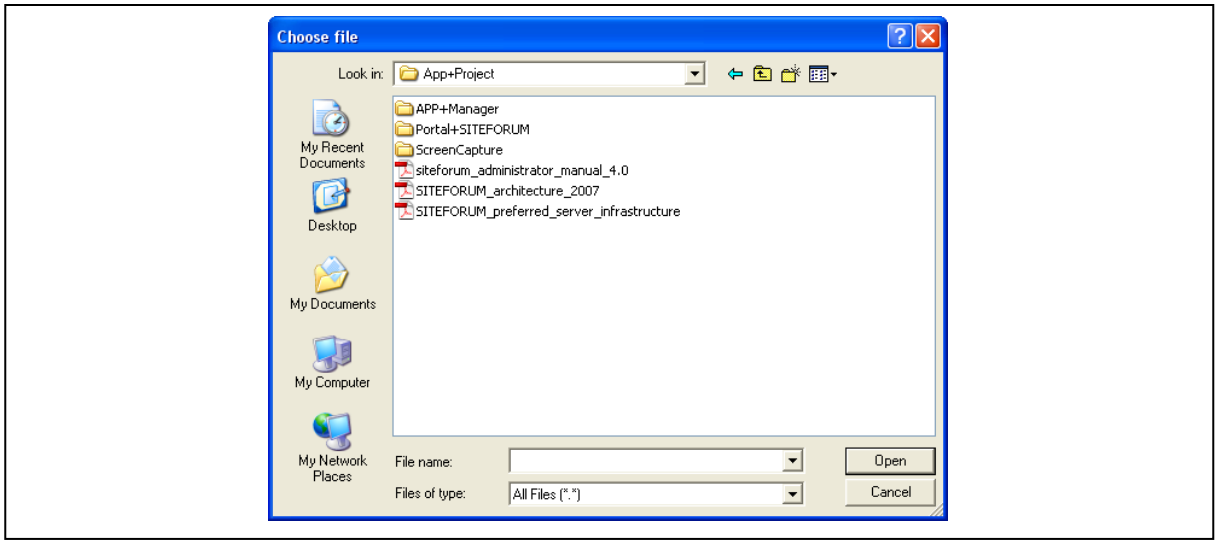


Figure 2.9 Browse the upload file.

2.3 DELETE ATTACHMENT FILE

1. Administrator is able to delete related file under Information and News. (Figure 2.10).
2. Click on to delete the related file.

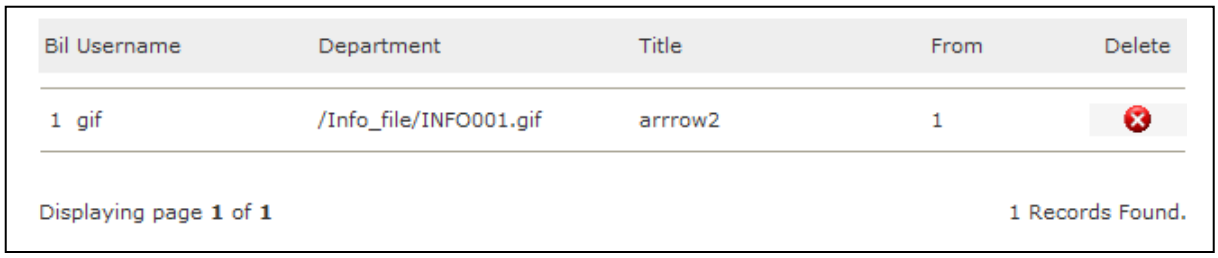


Figure 2.10 List of Attachment files.

3. To confirm to delete the file click **Yes** button (Figure 2.11).

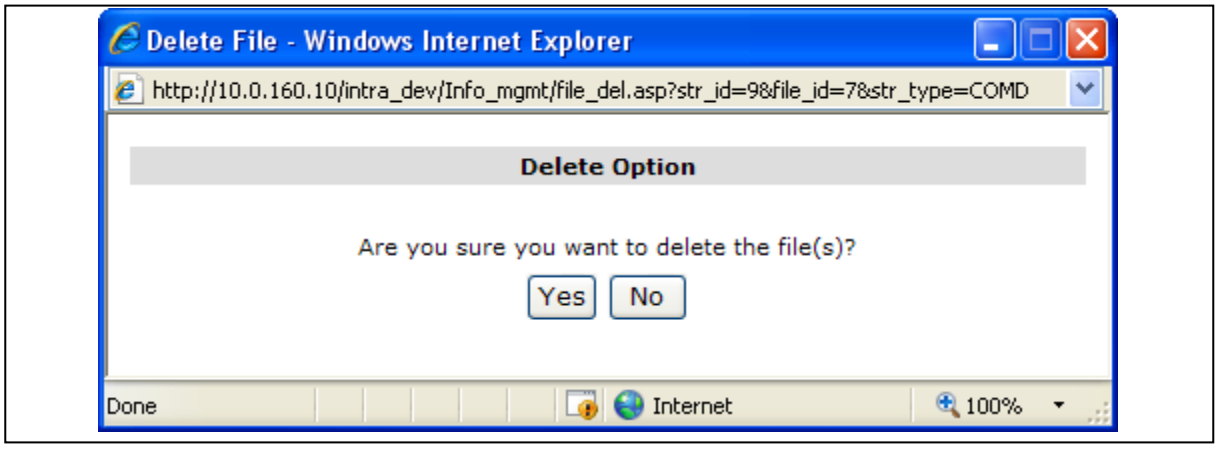


Figure 2.11 Delete User.

DEPARTMENT PROCEDURE MANUAL

PROCESS

INTRANET DOCUMENTATION (MEETING SCHEDULE)

DOCUMENT NO

COM-DPM-01

COPY NO

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AMPM Advanced Maintenance Precision Management	**DEPARTMENT PROCEDURE MANUAL**
	INTRANET DOCUMENTATION

Process : **Intranet Documentation**

Document No.: **COM-DPM-01**

Revision :000 (DRAFT)

	ORIGINATOR	***PROCESS OWNER***	***APPROVED BY***
SIGNATURE			
NAME:			
DESIGNATION			
DATE			

Revision:

Rev	**Purpose of changes**	**Date Approved**
01		
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An Intranet can cut down the time of AMPM employees spend on routine communication tasks. Do we spend time chasing paper? Trying to hunt down paper forms, reports, documents, letters, and memos? Consider converting these documents to electronic formats using scanners, OCR software or other means. Provide a search interface to these documents using AMPM Intranet. Once we know how easily accessible these documents are over the Intranet, we will prefer the faster solution.

Result? We save time and gain more productivity!

1.3 How to access AMPM Intranet?

The intranet can be accessed via this address http://intranet.ampmsb.com.my or http://10.0.160.10

2 MEETING ROOM BOOKING MODULE

2.1 Introduction

Meeting room booking module dedicated for handlings meetings in AMPMSB. It's divided into two parts which are public and administrator. To access the module, click at meeting schedule menu.

Administrator parts:

- Add new Meeting Schedule
- Edit Meeting Schedule

Public parts:

- View and Search List of Meeting Schedule

2.2 Home

The homepage show the today's meetings. Users can search meeting schedule based on name of meeting or search by date.

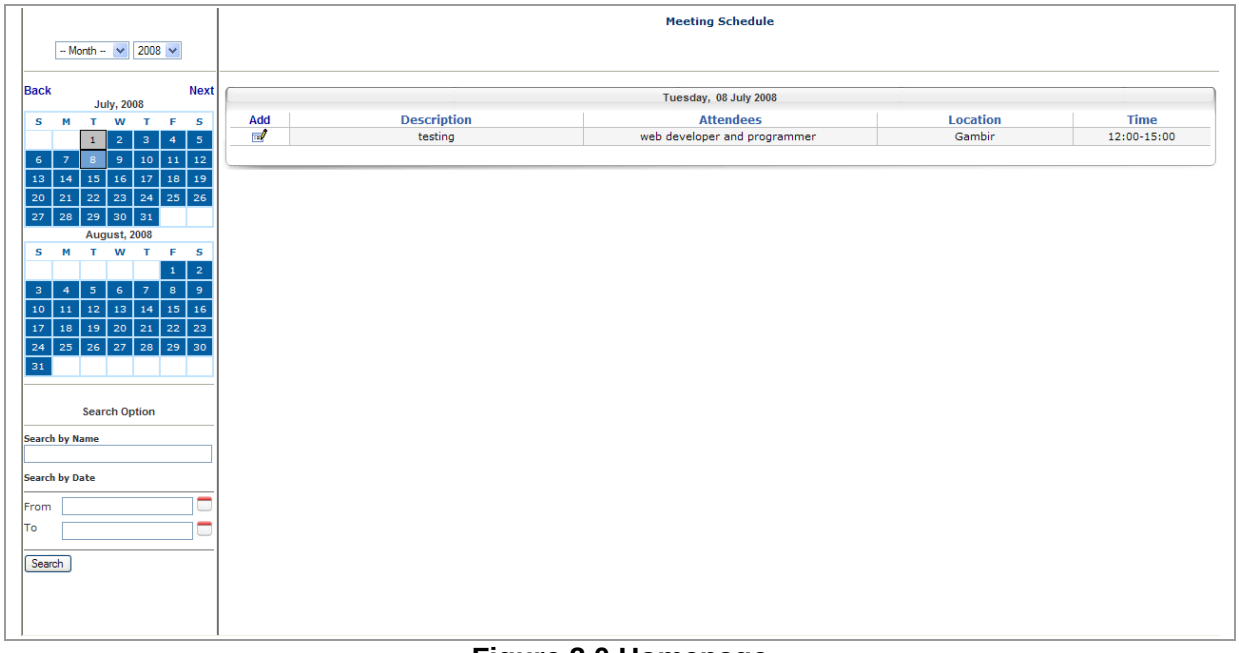

Figure 2.0 Homepage

2.3 Add new Meeting Schedule

1. To add a new meeting schedule, click Add and you will be redirect to meeting schedule form (Figure 2.1).

    a) Title – the name of meeting.
    b) Location – the location of meeting.
    c) Start Date – Start Date of Meeting.
    d) End Date – End Date of Meeting.
    e) Recurring – Recurring Event.
        a. Yes – recurring meeting
        b. No – Not recurring meeting
    f) Occurs – The frequent of meeting.
        a. Every Tuesday – Meeting occur on weekly basis.
        b. Day 8 of every month – Meeting occur on monthly basis.
        c. Every July 8 – Meeting occur yearly basis.
        d. Every day – Meeting occur on daily basis.
        e. Custom – Meeting frequency is customizing by user.
    g) Remark – Remarks.
    h) Attendees – The attendees of the meeting.
    i) Users must fill the required information and click **save** button to submit the form.
    j) If users left one of the fields, error message will appear (Figure 2.2).

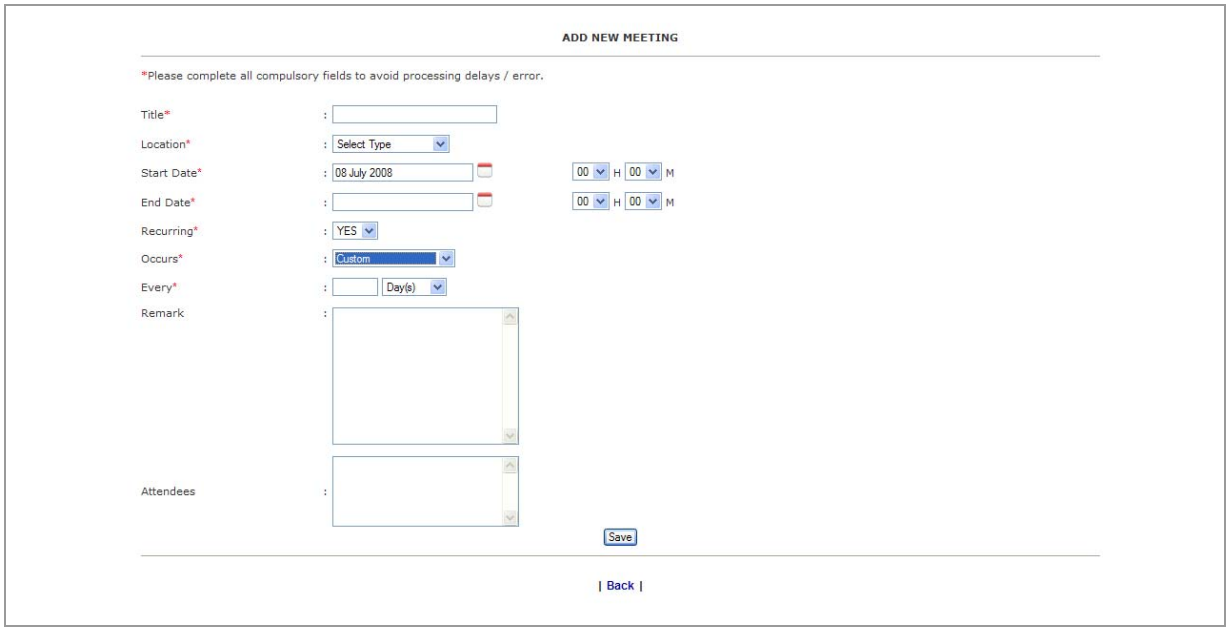

Figure 2.1 Add New Meeting Schedule Page

Figure 2.2 Error Message

2.3 Edit Meeting Schedule

1. Click to edit meeting schedule.
2. Edit the required data and click Edit.
3. Users will automatically redirect to List meeting schedule to make sure the information being update.

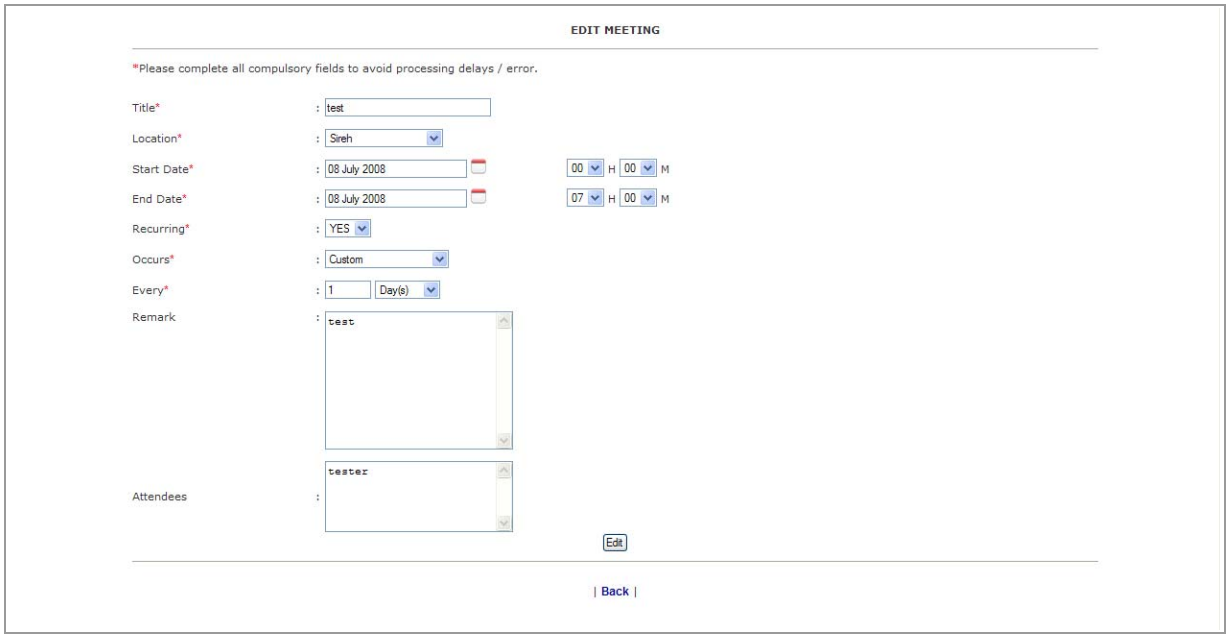

Figure 2.3 Edit Meeting Schedule

DEPARTMENT PROCEDURE MANUAL

PROCESS

INTRANET DOCUMENTATION

(GALLERY)

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An Intranet is a network based on the internet TCP/IP open standard. An intranet belongs to an organization, and is designed to be accessible only by the organization's members, employees, or others with authorization. An intranet's Web site looks and act just like other Web sites, but has a firewall surrounding it to fend off unauthorized users. Intranets are used to share information. Secure intranets are much less expensive to build and manage than private, proprietary-standard networks

1.2 Why Intranet?

Save Time
How can Intranets save your time?

Most organizations are run by people working together. How do your AMPM communicate? by phone, voice mail, email, fax or by person to person meetings ?
An Intranet can cut down the time of AMPM employees spend on routine communication tasks. Do we spend time chasing paper? Trying to hunt down paper forms, reports, documents, letters, and memos? Consider converting these documents to electronic formats using scanners, OCR software or other means. Provide a search interface to these documents using AMPM Intranet. Once we know how easily accessible these documents are over the Intranet, we will prefer the faster solution.

Result? We save time and gain more productivity!

2.0 GALLERY MODULE – PORTA APPLICATION

Figure 2.0 Generate gallery using PORTA application.

Figure 2.1 Browse for folder

Figure 2.2 Porta Application

1. Click on Porta to start application (Figure 2.0).
2. Select the photo folder to generate gallery (Figure 2.1).
3. Fill in gallery Title (Figure 2.2).

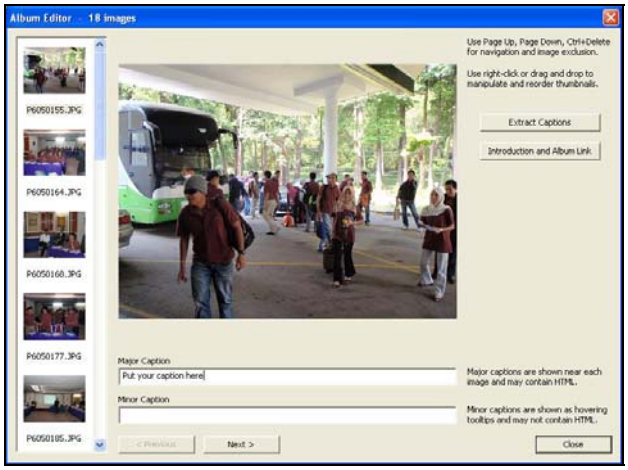
Album Editor - 18 images
Use Page Up, Page Down, Ctrl+Delete for navigation and image exclusion.
Use right-click or drag and drop to manipulate and reorder thumbnails.
Extract Captions
Introduction and Album Link
P6050155.JPG
P6050164.JPG
P6050168.JPG
P6050177.JPG
P6050185.JPG
Major Caption
Put your caption here
Major captions are shown near each image and may contain HTML.
Minor Caption
Minor captions are shown as hovering tooltips and may not contain HTML.
< Previous
Next >
Close

Figure 2.3 Gallery Caption

4. Click on Edit Album (Figure 2.2) button to add in the photo caption.
5. Fill in the photo caption in Major Caption column (Figure 2.3). Continue by clicking on Next button for the next photo caption.
6. When finished click on Close button.

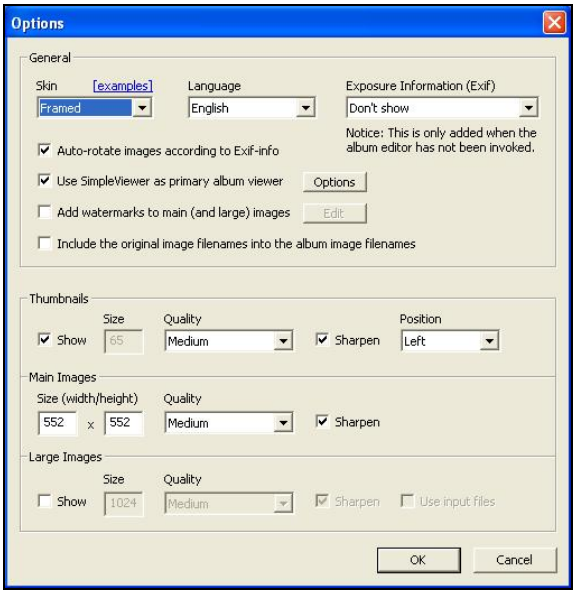

Figure 2.4 Gallery Caption

7. Click on Options (Figure 2.2) button to customize your gallery.
8. Click on SimpleViewer Options button (Figure 2.4) to set the viewing options.

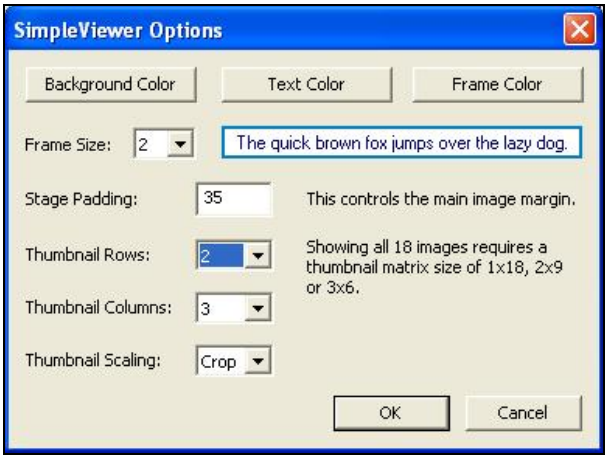

Figure 2.5 Simple Viewer Options

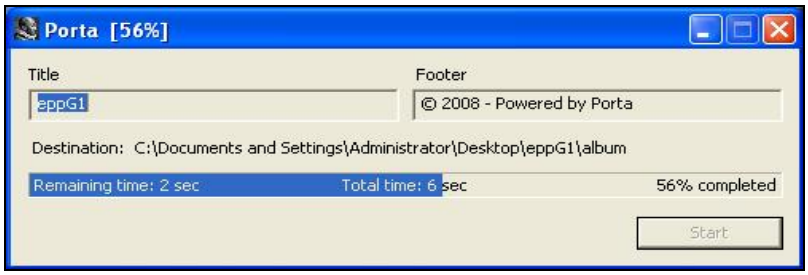

Figure 2.6 Generate Gallery

9. User can customize the rows and columns for the gallery viewing (Figure 2.5). E.g if user have 10 photos, they can select Rows 1 ; Columns 5. If user have 18 photos, they can select Rows 3 ; Columns 3. Users also can customize Background color, Text Color, Frame Color and Size.
10. When user has finished customizing, click on start button (Figure 2.2) and Porta application will automatically generate your gallery (Figure 2.6).
11. User can view the gallery (Figure 2.7) by Clicking View album.

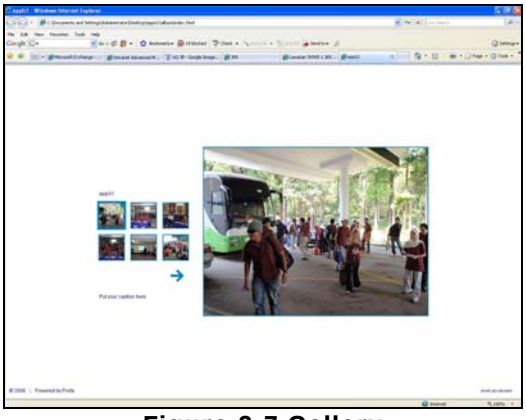

Figure 2.7 Gallery

2.2 Upload gallery to intranet

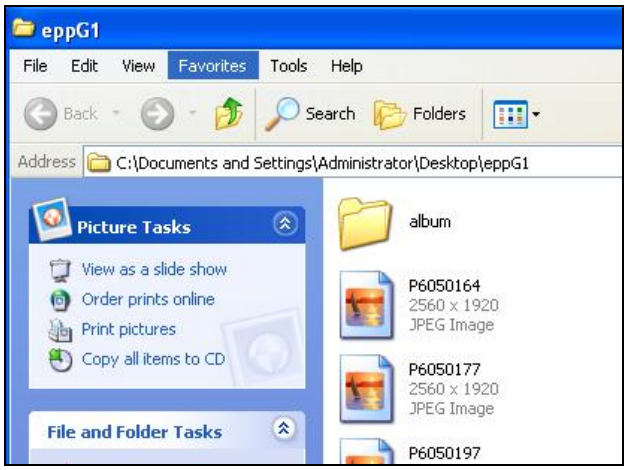

Figure 2.8 Rename album

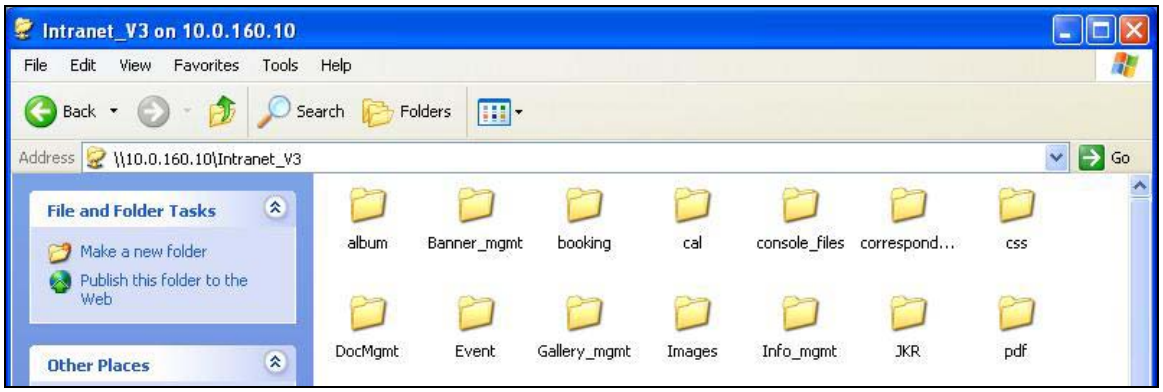

Figure 2.9 Upload album.

1. Users must rename the album before uploading it to Intranet Server according to the photo event. (Figure 2.8)
2. Run \\10.0.160.10\Intranet_V3 to upload album to Intranet Server. User can copy the album to album folder.(Figure 2.9)

2.3 ADD GALLERY IN INTRANET

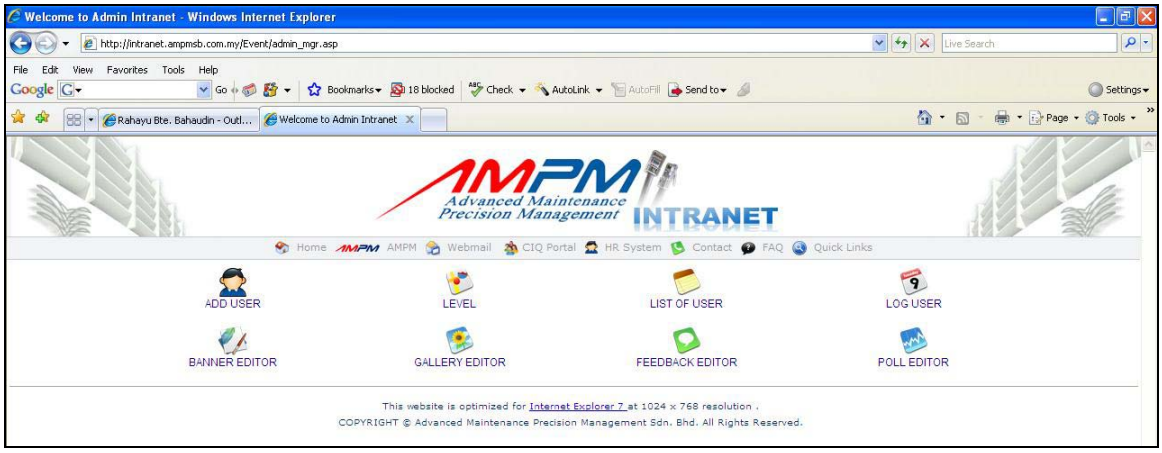
Welcome to Admin Intranet - Windows Internet Explorer
http://intranet.ampmsb.com.my/Event/admin_mgr.asp
Advanced Maintenance Precision Management
INTRANET
Home AMPM Webmail CIQ Portal HR System Contact FAQ Quick Links
ADD USER
LEVEL
LIST OF USER
LOG USER
BANNER EDITOR
GALLERY EDITOR
FEEDBACK EDITOR
POLL EDITOR
This website is optimized for Internet Explorer 7 at 1024 x 768 resolution .
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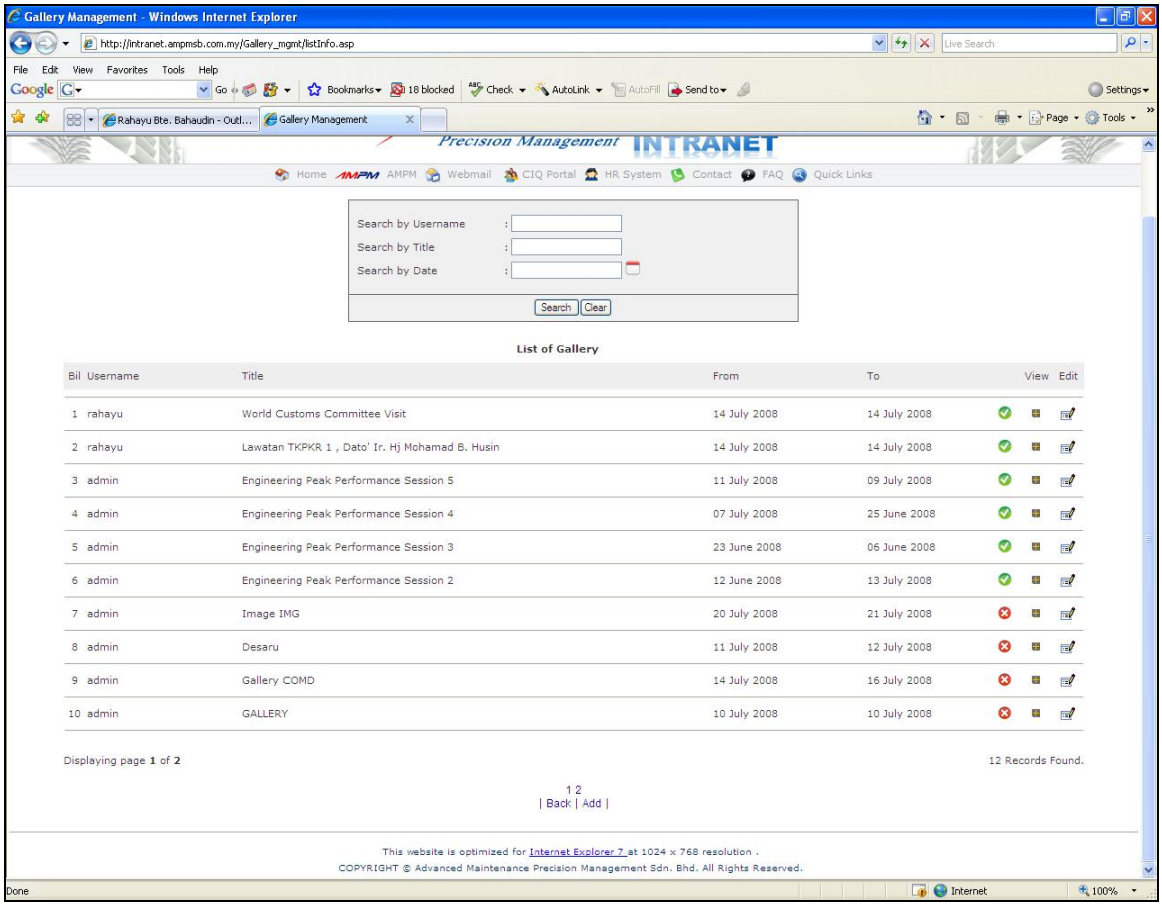
Figure 2.10 Gallery Editor


Gallery Management - Windows Internet Explorer
http://intranet.ampmsb.com.my/Gallery_mgmt/listInfo.asp
Precision Management INTRANET
Home AMPM Webmail CIQ Portal HR System Contact FAQ Quick Links
Search by Username :
Search by Title :
Search by Date :
Search Clear
List of Gallery
Bil Username Title From To View Edit
1 rahayu World Customs Committee Visit 14 July 2008 14 July 2008
2 rahayu Lawatan TKPKR 1 , Dato' Ir. Hj Mohamad B. Husin 14 July 2008 14 July 2008
3 admin Engineering Peak Performance Session 5 11 July 2008 09 July 2008
4 admin Engineering Peak Performance Session 4 07 July 2008 25 June 2008
5 admin Engineering Peak Performance Session 3 23 June 2008 06 June 2008
6 admin Engineering Peak Performance Session 2 12 June 2008 13 July 2008
7 admin Image IMG 20 July 2008 21 July 2008
8 admin Desaru 11 July 2008 12 July 2008
9 admin Gallery COMD 14 July 2008 16 July 2008
10 admin GALLERY 10 July 2008 10 July 2008
Displaying page 1 of 2
12 Records Found.
1 2
| Back | Add |
This website is optimized for Internet Explorer 7 at 1024 x 768 resolution .
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Done
Internet
100%

Figure 2.11 Add new gallery

1. Login in Intranet and go to Administrator module.
2. Click on Gallery Editor module to add/edit gallery (Figure 2.10).
3. Click on Add Button (Figure 2.11).
4. Fill in the gallery information with (Figure 2.12 & 2.13)
   Title : the gallery title
   Start Date : Gallery event start date and time
   End Date : Gallery event end date and time
   Level of views : Either private viewing(only users who log-in) or public.
   Locations : Select your album index.html file at \\10.0.160.10\Intranet_V3\album\

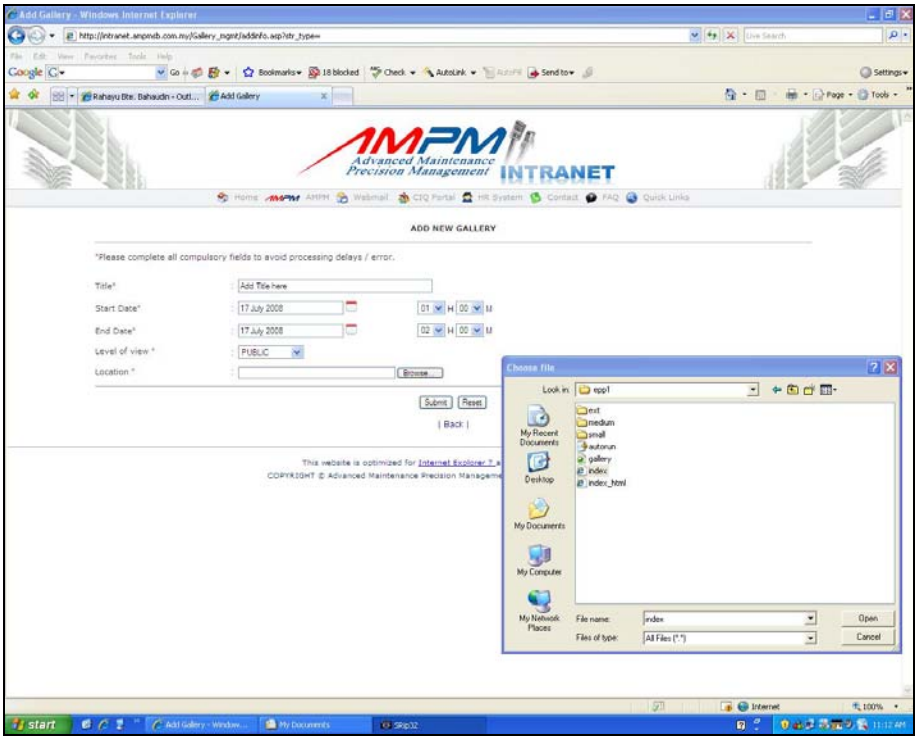

Figure 2.12 Add gallery information

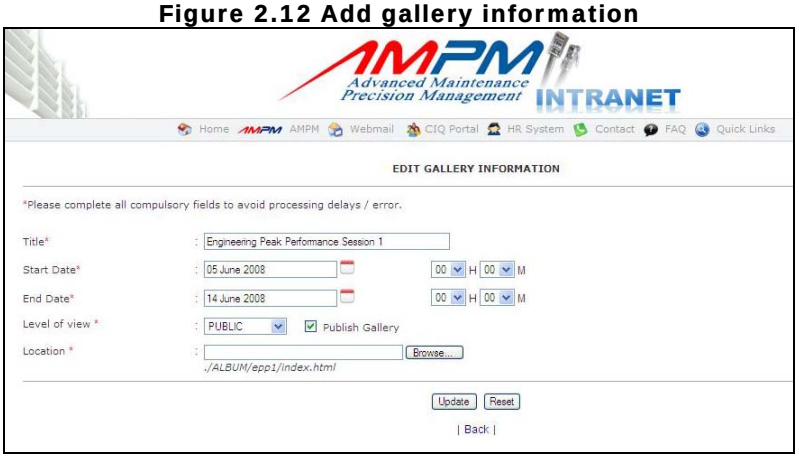

Figure 2.13 Add/Edit gallery information

DEPARTMENT PROCEDURE MANUAL

PROCESS

INTRANET DOCUMENTATION (MEETING ROOM BOOKING)

DOCUMENT NO

COM-DPM-01

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AMPM Advanced Maintenance Precision Management	**DEPARTMENT PROCEDURE MANUAL**
	INTRANET DOCUMENTATION

Process : **Intranet Documentation**

Document No.: **COM-DPM-01**

Revision :000 (DRAFT)

	ORIGINATOR	***PROCESS OWNER***	***APPROVED BY***
SIGNATURE			
NAME:			
DESIGNATION			
DATE			

Revision:

Rev	**Purpose of changes**	**Date Approved**
01		
02		
03		
04		
05		
06		
07		
08		
09		
10		

Purpose

This document is for user manual for AMPM Intranet. The objective of this document is to give a guideline to user for using the AMPM Intranet.

Scope

Responsibilities

The Intranet is prosecuted and in order. This responsible is to be followed throughout the operation of ICT Department.

Definitions

Not applicable.

Attachments

Not applicable.

Associated Document

Not applicable.

Abbreviation and Acronyms

Not applicable.

1 INTRODUCTIONS

1.1 Intranet Definition

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Result? We save time and gain more productivity!

1.3 How to access AMPM Intranet?

The intranet can be accessed via this address http://intranet.ampmsb.com.my or http://10.0.160.10

2 MEETING ROOM BOOKING MODULE

2.1 Introduction

Meeting room booking module dedicated for handlings meeting room book in AMPMSB. It's divided into two parts which are public and administrator. To access the module, click at meeting room booking menu.

Administrator parts:

- Delete or Cancel Meeting Room Booking

Public parts:

- Add new Meeting Room Booking
- View List of Meeting Room Booking

2.2 Home

The homepage show the list of meeting room booking. Below is the legend for indicates the availability of meeting rooms.

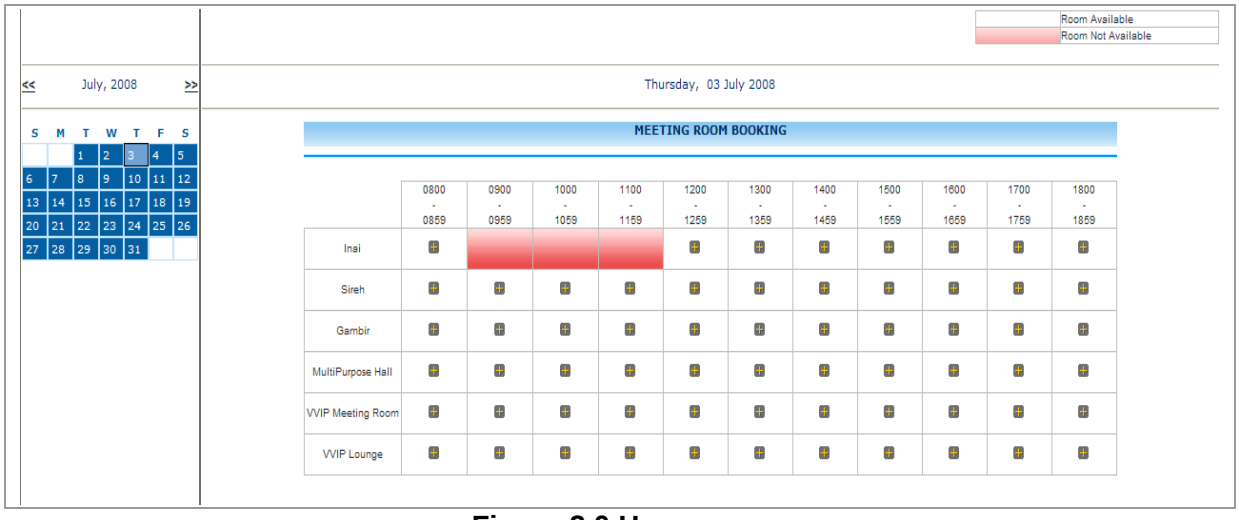

Figure 2.0 Homepage

2.3 Add new Meeting Room booking

1. To make a booking, click and you will be redirect to meeting room booking form (Figure 2.1).

    a) Name – the name of person who fill the form.
    b) Department – the department of person who fill in the form.
    c) Designation – the designation of person who fill in the form.
    d) Room – name of respective room.
    e) Date Booking – Date of booking.
    f) Time Booking – Time of booking.
    g) Purpose – Purpose of using the meeting room.
    h) ICT Equipment – Request of ICT Equipment.
    i) Refreshment – Request of refreshment.
    j) Users must fill the required information and click **Submit** button to submit the form.
    k) If users left one of the fields, error message will appear (Figure 2.2).

2. To view meeting room booking details, click at (Figure 2.3).

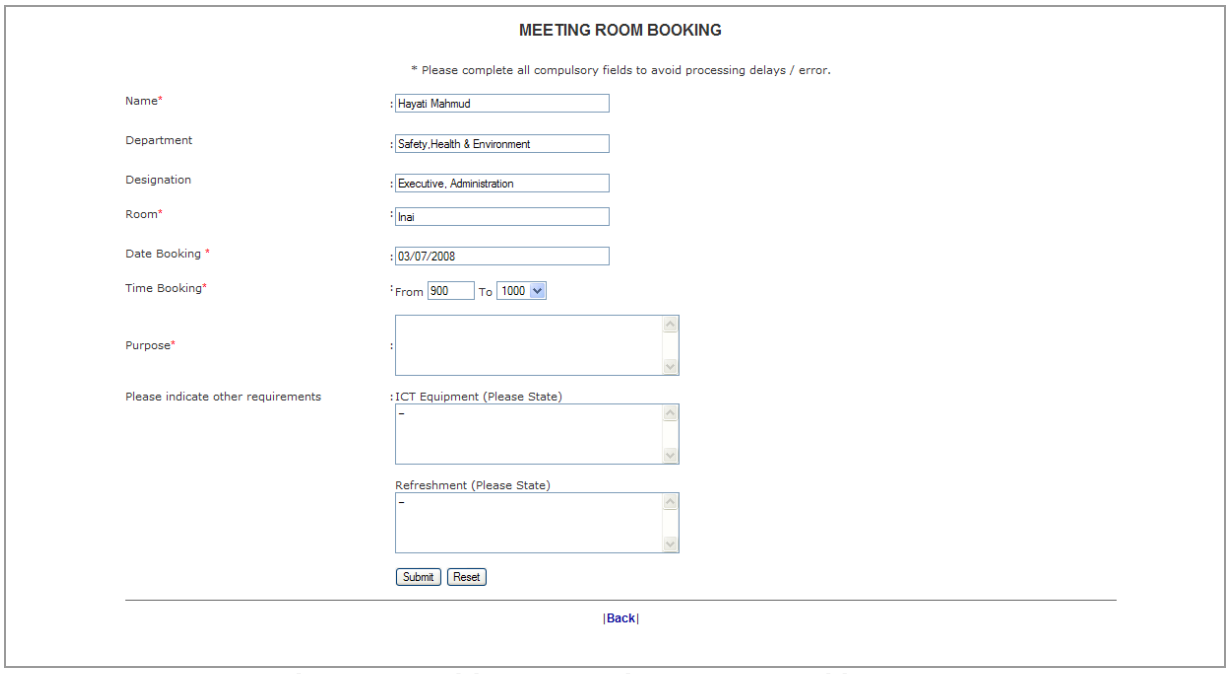

Figure 2.1 Add New Meeting Room Booking Page

Figure 2.2 Error Message

2.3 Delete Meeting Room Booking

1. Click to delete or cancel the meeting room booking. Only meeting room booking administrator is allowed to cancel or delete the booking.

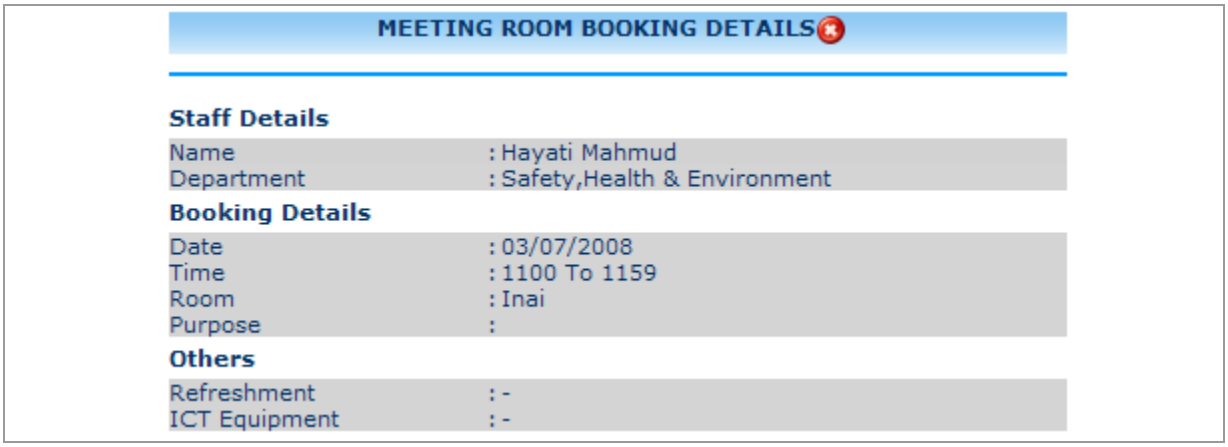

Figure 2.3 Details of Meeting Room Booking